

***Planning, Marketing, and Executing the 2020 Sigma Alpha Iota Beta A & B Province Day***

**An Honors Thesis (HONR 499)**

**by**

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*April 2020*

**Expected Date of Graduation**

*May 2020*

## Abstract

The Sigma Alpha Iota Beta A & B Province Day is an annual event for members of Sigma Alpha Iota, an international music fraternity made up of women. Province Day is more than just an event; it's a reunion, celebration, and opportunity for women across the state to unite and share their love of music. This academic year Province Day was scheduled to be held at Ball State University and I was lucky enough to plan, market, and prepare for the event. Throughout the planning process these past eight months I realized I wanted this year's Province Day attendees to leave the event feeling powerful as musicians, as professionals, and most importantly, as women. Despite the fact that the event was unable to occur due to COVID-19, I was still able to interact with, work with, and meet many strong and powerful women along the way. Things rarely ever go the exact way we plan for, in event planning and life, but I have learned that it is more about the people you impact and learn from along the way.

## Acknowledgments

A huge thank you to everyone who supported me throughout the process of my thesis. I couldn't have done it without the love and encouragement from Mom, Dad, Olivia, and Josh.

Thank you to my advisor Dr. Craig Webster for the never-ending guidance. I would not have had the courage to tackle a task this daunting without your mentorship.

Thank you to the incredible Iota Chi chapter of Sigma Alpha Iota for trusting me with this project and sticking with me through every step. Vita Brevis, Ars Longa.

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## Process Analysis Statement

To say that the results of my thesis were unexpected is an understatement. COVID-19 threw me a loop unlike one I was ever expecting. One week away from the intended date of the 2020 Sigma Alpha Iota Beta A & B Province Day Ball State University announced the cancellation of all events due to the coronavirus. Despite the disappointment of myself, my chapter, and the attendees after over eight months of planning and marketing for this event, I quickly realized that things do not always go as planned – and that's OK.

From the moment I knew the Ball State University chapter of Sigma Alpha Iota was hosting the annual 2020 Sigma Alpha Iota Beta A & B Province Day I knew I wanted it to be different from other Province Days. Returning from an event with a t-shirt and gift bag is great but leaving an event with a new mindset is far more valuable. Therefore, I decided to choose a theme for the event as well as its activities, speakers, performers, and marketing that encompassed the way I wanted attendees to feel upon leaving the event: "Empowered." With the rise of social movements focusing on women empowerment, such as #MeToo, in our society today I felt that it was important to bring together and empower the women in attendance through this event. Furthermore, women in music tend to be outliers. Rarely do you see prominent female high school band directors, college band directors, or female brass players in a professional orchestra. Trying to pursue your passions in the music industry as a woman can be a struggle. Every choice I made in preparation for the event was carefully cultivated and analyzed in order to best reach and represent the every day, strong, and powerful women that would be in attendance.

To announce the event and invite Sigma Alpha Iota Beta A & B Province members I started by compiling a list of 120 invitees, all of which were either collegiate chapter members,



alumnae chapter members, or Iota Chi (Ball State University's chapter of Sigma Alpha Iota) Distinguished Members. These people were all sent a save the date postcard that I designed, printed, addressed, and mailed out in mid-November. From there, I tackled creating and designing the registration information packets which were sent out mid-January to the same group of people. Throughout the whole process, I was communicating with attendees via a Beta A & B Province Day specific email address in order to avoid confusion and provide a "hotline" like communication system in case someone needed to get in contact with me immediately. This proved to be very beneficial as all of the communications and preparation steps were labeled and organized in one email account.

Throughout the planning process, I was lucky enough to have a Province Day committee made up of Iota Chi members. This committee met once a month for about an hour since May of 2019 and was my internal support system. I was also able to delegate lower priority tasks, like making decorations, to committee members which were very helpful. The women that made up this committee were there with me from day one and helped me make some of the biggest decisions regarding the event like the theme, registration fee amount, the promotional items, and more. These monthly meetings allowed for me to stay accountable to my team and my responsibilities. I am thankful for my committee and the way they constantly pushed me to achieve my goals for this event.

Two of the most important facets for almost any event is the venue and the food. Luckily, I was able to work with Ball State University to provide both of these things at a reasonable cost. I met with administrative employees at the Ball State University L.A. Pittenger Student Center at the beginning of August and secured the beautiful, spacious Student Center Ballroom for the event. Additionally, I reserved a smaller room in the Student Center for two of the four workshop

presentations. In the fall I also met with the head chef of University Catering to determine a breakfast and lunch catering menu that fit both the budget and dietary restrictions of attendees. Once the reservations for the venue and catering were solidified, I signed contracts with both the Student Center and University Catering.

Ever since I decided on the theme of "Empowered" I knew that picking the appropriate speakers and performers was vital to what attendees would get out of the event. Therefore, I decided to contact mostly female speakers and performers because I believed they would best understand and communicate the theme of women empowerment. Dr. Caroline Hand, Assistant Professor of Music Performance and Associate Director of Bands was my first choice for the keynote speaker of the event. Not only was Dr. Hand a member of a collegiate chapter of Sigma Alpha Iota and an active member of the Muncie Alumnae chapter of Sigma Alpha Iota, but she is Ball State University's first female director of the Pride of Mid-America Marching Band. Thanks to Dr. Hand, Ball State University is among only 5 percent of colleges in the nation to have a female band director according to Elizabeth S. Gould's study, *Cultural Contexts of Exclusion: Women College Band Directors* (1). Dr. Hand is the embodiment of a strong, empowered woman in the music industry so I knew she would be the perfect person to address attendees as the keynote speaker.

Now that I had confirmed the keynote speaker, it was time for me to determine whom the four workshop presenters were going to be. I wanted the workshop presentations to be applicable, relatable, and thought-provoking to all attendees, not just those majoring in music performance. That being said, I was able to confirm four speakers that were extremely knowledgeable about four very different topics: Dr. Galit Gertsenzon, Ball State University Adjunct Professor and pianist (presentation title: Music of the Holocaust); Amy Hourigan, Co-

Founder of Prism Project (presentation title: "Prism Project"); Dr. Don Ester, Ball State University Professor of Music Education (presentation title: "Matriarchs of Music: Honoring the Historical Contributions of Women"); and Carol Bradshaw, Customer Relations and Marketing at the Muncie Symphony Orchestra and Caroline Heston, Ball State University Department of Anthropology Administrative Coordinator and Archaeological Assistant (Presentation title: "Outside the Music Box"). All of these presenters, and their topics, represent the various facets of the music industry that I wanted to individually highlight during the event. An extremely talented pianist and avid music of the Holocaust researcher, Dr. Gertsenzon and her presentation would have represented the performance side of music. Amy Hourigan is co-founder of Prism Project, an educational music program that offers provides performing arts opportunities to children with special needs. Her presentation would have highlighted an important facet of the music industry that is often overlooked: programming for children with disabilities. Dr. Ester is an Iota Chi Distinguished Member and constant supporter of women in music, and his presentation would have showcased the historical significance of music, more specifically women in music. Carol Bradshaw and Caroline Heston bring a unique presentation to the event due to the fact that neither of them has ever been a musician. However, Carol works in music marketing and Caroline has an interest in music, so their presentation would have showcased music business and marketing.

Since Sigma Alpha Iota is a music fraternity it was really important to me that I feature live music whenever possible throughout the event, especially live music performed by Ball State University students. I was able to create a partnership with the Muncie Symphony Orchestra and they provided their Music on the Move woodwind quintet as well as an instrument petting zoo for the event. The woodwind quintet, made up of Ball State University student

instrumentalists, was going to play from 8 a.m. to 9 a.m. as attendees arrive, check-in, and eat breakfast. After the first round of workshop presentations, the instrument petting zoo would have been open for all attendees to try a large variety of woodwind, brass, string, and percussion instruments. I also arranged for a live performance from Ball State University's chapter of Kappa Kappa Psi, a national honorary band fraternity, right before lunch. The fact that our chapter was able to come together and collaborate with another campus music fraternity was very special and something I wish could have been witnessed.

From the beginning of the planning process, I knew I wanted to do meaningful activities with the attendees that would bring us all together. The first of these activities would be the icebreaker at the beginning of the event. I dislike awkward and pointless icebreakers so instead, I chose to focus this activity on the theme of empowerment and in the hopes that attendees would gain something from it. Following the instruction of one of my committee members, attendees were going to pair off with someone they had never met before and introduce themselves. From there, they would each write down three things that make them feel empowered as women on a sticky note. After both of the attendees wrote down their three responses, they would share their answers with each other and the meaning behind them. Once everyone had shared the things that empower them with their partner attendees would come together and put their sticky notes on a poster board. This activity would have signified a group of women coming together to support each other and it is something I wish could have happened.

The other activity I was looking forward to having the attendees do together was to learn the sign language to the Sigma Alpha Iota Chorale. This piece of music is the first song Sigma Alpha Iota members learn and it is sung most often. Ball State University Special Education major Catherine Mast learned sign language as her native language and was going to teach

attendees the first chorus of the Chorale in sign language. Being able to take the time to learn a valuable skill (sign language) accompanied by a piece as meaningful as the Chorale was going to be a wonderful learning and bonding experience for all attendees.

One of the largest obstacles I had to overcome throughout the planning and marketing process was the financial implications of an event. Our chapter is rather small, so we did not have a large amount of money saved up to guarantee that we breakeven from the event. Therefore, I decided to take matters into my own hands and began to create a budget, manage expenses, and coordinate fundraisers. After adding up the costs of catering, promotional items, decorations, etc. I was able to determine the overall approximate cost for putting on the event: \$2,730.46. Even though I did most of the purchasing myself and was able to keep close tabs on all expenses, there were a few members of my chapter that purchased miscellaneous items like decoration supplies. Because I had already developed a detailed budget, I was able to give those members a specific spending limit. In order for our chapter to make money and avoid financially drowning due to this event, I decided to organize four dine to donate fundraisers in conjunction with Muncie restaurants. In total, our chapter raised \$569.10 through our fundraising efforts. The combination of maintaining a tight budget and fiercely fundraising allowed for our chapter to be financially prepared to host this event.

For an event to be cohesive and recognizable by attendees, consistent branding is key. I wanted the visual aspects of the branding to reflect the theme of women empowerment and Sigma Alpha Iota. A study conducted by the University of Loyola, Maryland reported that "color increases brand recognition by up to 80 percent" (Rafalson). Knowing the importance of color alone, I chose a deep, strong, and bold maroon that stands out on white backgrounds for the primary branding color. I also implemented the Sigma Alpha Iota flower, the rose, in the word

“Empowered” in place of the “o.” As for typefaces, I decided on a sans serif primary font for a modern and clean look.



Because this event is for people in the creative and performing arts, I thought it would be important to include a secondary typeface that had more personality. The secondary typeface is a bold and textured script font that should be used as an accent to create visual diversity. The branding guidelines were implemented in all marketing and promotional items related to the event. The logo and colors were used on print pieces such as the t-shirt, mug, tote bag, save the date, and registration information packet design as well as on digital pieces such as social media graphics, social media headers, and a Facebook profile frame.

On March 11, 2020, Ball State University made a huge announcement concerning COVID-19 that caused all of the planning progress to come to a screeching halt. In a letter emailed out to all students, the university decided that in-person classes and all events were to be canceled due to the rapidly growing coronavirus. Ever since the end of February when whispers and rumors about the illness started, I had the thought of a possible cancellation in the back of my mind. However, like many others, I underestimated the way COVID-19 would take over the world. My worst fears came true – the event was canceled. There would be no Province Day. I felt that my hours of hard work had evaporated into nothing. I was disappointed, upset, frustrated, and scared for the future. After the shock of the cancellation subsided, I realized it was time to get back to work.

One of the first tasks I tackled in response to the cancellation of the event was a personal email sent to all 89 registered attendees detailing the manner of the situation and the actions that would be taken in response:

**CANCELED 2020 Beta A & B Province Day** Inbox x



Beta A & B Province Day 2020

Wed, Mar 18, 4:31 PM

Good evening sisters,

Out of an abundance of caution, the **2020 Beta A & B Province Day, "Empowered" has been canceled.** I'm sure you have already heard this news from your chapter president, but I wanted to personally reach out and inform each of you about this unfortunate cancellation.

Although we are extremely disappointed to cancel this event, please know that we tried to make the best decision for our sisterhood.

We are quickly working to **refund all registration payments in full** throughout the next couple of weeks. Please bear with us as we continue to work through these circumstances. **We will be sure to keep you posted as we work through the best way to proceed with the refunds.**

If you have any questions or concerns that need to be addressed immediately, please feel free to reach out to [beta.ab.provinceday@gmail.com](mailto:beta.ab.provinceday@gmail.com). Thank you all for your love, support, help and patience throughout this process. Please stay safe and healthy.

Love and Roses,  
Morgan Dean

In order to save money, I canceled the catering and venue reservations as well as the orders for the t-shirts, mugs, and tote bags. I was unable to cancel the name tag purchase but decided to send them to the next year's Province Day host so they didn't go to waste. After sending this email I discussed refund options with Iota Chi's chapter advisor. The refund process was the most daunting task to me because of the large number of attendees and the respective monetary amounts that needed to be accounted for. With 89 registered attendees and over \$2,000 of registration fees already collected, we decided that best the best course of action regarding refunds would be to offer attendees four options: void and destroy my check, send my check back to me via USPS, cash my check/cash and send a refund check via USPS, or keep my fee to help the Iota Chi chapter offset cancellation expenses. To best collect responses, I sent out a Google Form for attendees to fill out and select their refund decision. A little less than half of the attendees

### 2020 Beta A & B Province Day Refunds

Due to the cancellation of the 2020 Beta A & B Province Day, we are using this form to quickly deal with Province Day Registration Refunds

NO CHECKS have been cashed at this point, so we are offering the option of having our chapter VOID and destroy your check or have us return your check via USPS. If you sent CASH, you will receive a check from our chapter treasurer.

Please fill out the following form at your earliest convenience. THANK YOU!

\* Required

Email address \*

Your email

First and Last Name \*

Your answer

Please CHOOSE a refund option \*

- ☐ Please VOID and destroy my check
- ☐ Please send my check back to me via USPS
- ☐ I paid cash and would like my money refunded via check
- ☐ Please keep my registration to help the Iota Chi chapter offset postage and name tag expenses

If you chose to have our chapter send a refund check via USPS, please complete the mailing address where you would like your check sent to. (Address, City, State, ZIP)

Your answer

Submit

decided to let my chapter keep their fees and almost everyone else asked me to void their check, so I only had to send a refund check in the mail to about 10% of the attendees.

Despite the complications and problems that came with COVID-19 and were far out of my control, there were still some things I wish I would have done differently. I only offered a paper registration option for attendees. In retrospect, I wish I would have created a digital registration option in addition to the paper registration. The digital option could have collected payment via card/check and would have been more appealing to collegiate chapters that are comfortable with technology. I also wish I had communicated a more concrete timeline with the workshop presenters. I should have set deadlines throughout the weeks leading up to the event in which they would have shared their presentation progress, PowerPoint, and extra materials. Having this information would have allowed me to ensure that they were prepared for the event and ease my nerves, too.

Throughout this crazy, unprecedented, complicated, and rewarding process I learned so much about the event industry, marketing, and life itself. I had the challenge of planning an event from scratch with no prior examples or guidelines to follow. Because I collected my research, preparation methodology, and data into an event binder, the next host of Province Day will now have a guide to planning Province Day despite how familiar or unfamiliar they may be with the event industry. Even though the event did not happen, I am proud to have set a precedent and standard that the next hosts can refer and adhere to. The fact that I was also able to utilize my creative skills to design a meaningful, powerful brand was such a challenging and rewarding experience. Being a perfectionist especially when it comes to design, I was able to push myself to the limit in order to prepare marketing materials that would best represent the theme of empowerment.



These achievements and feelings of pride for the physical results of my thesis are wonderful, although, I feel like there is more that I learned that cannot be put into an event binder. Things do not always go as planned in the event industry and life itself. There are always going to be aspects that are out of your control, whether it be unexpected weather or a pandemic. The most important thing that I have learned throughout the entirety of this process is that it is OK if things go wrong. Don't get me wrong, I was incredibly disappointed about the cancellation of an event that was much anticipated by so many. However, I soon realized it was now out of my control and I was able to reflect on all of the incredible growth and positives that resulted from this process. I was able to interact and make impactful relationships with empowered people, like the workshop presenters, performers, and Sigma Alpha Iota members that I may not have ever come into contact with otherwise. At the end of the day, I have discovered that the event planning industry, and life itself, is more about the relationships you build, the skills you nurture, the things you learn, and the things you take with you to other experiences. I have truly been empowered by this experience as a professional and a person.

## Works Cited

Gould, Elizabeth S. "Cultural Contexts of Exclusion: Women College Band Directors." *Research & Issues in Music Education*, vol. 1, no. 1, 2003, pp. 1.

Rafalson, Brandon. "Event Branding: The 2020 Guide." *Bizzabo Blog: Inspiring Content for Event Professionals*, 12 Nov. 2019, [blog.bizzabo.com/event-branding](https://blog.bizzabo.com/event-branding).

The background of the entire page is a deep red color with a crinkled, marbled texture, similar to crumpled paper or a stone pattern.

# *event* PROPOSAL

PROPOSAL FOR:

# EMPOWERED

2020 BETA A & B PROVINCE DAY

## **EXECUTIVE SUMMARY**

The 2020 Sigma Alpha Iota Beta A & B Province Day is an annual, exclusive event hosted this year at Ball State University for all members and distinguished members of Sigma Alpha Iota, specifically those located in the Beta A & B Province. The event's theme, "Empowered," will focus on highlighting women in the music industry and encourage women empowerment amongst fraternity members. Guests will experience a full day of activities in the Ball State University L.A. Pittenger Student Center: a keynote speaker presentation, musical performances, catered breakfast and lunch, educational presentations on a variety of music-industry related topics, interactive activities and ritual ceremonies.

## **SIGMA ALPHA IOTA AND PROVINCE DAY SUMMARY**

Founded in 1903, Sigma Alpha Iota (SAI) International Music Fraternity is an organization which promotes interaction among those who share a commitment to music. The Mission of SAI is to encourage, nurture and support the art of music. Members of SAI identify as female and are active in all areas of campus music and campus life, working closely with faculty, administration, campus and community groups, music professionals and patrons. In addition to personal encouragement and support, members may receive scholarships, loans and awards in many areas and at all levels of music-related study. SAI has long been recognized as a leader in the field of music and provides a lifetime of fraternity contact. Members are proud of their strong heritage, supporting the art of music.

Province Day is an annual event held across all 64 provinces, also known as regions, that Sigma Alpha Iota chapters are located. This event brings current members, alumnae members, members-in-training and distinguished members together for an all-day celebration of music and sisterhood.

## **SWOT ANALYSIS: 2020 SIGMA ALPHA IOTA BETA A & B PROVINCE DAY**

### **Strengths**

- Plethora of venue and catering options on Ball State University's campus
- Financial support from the Muncie Alumnae Chapter of Sigma Alpha Iota
- Previous fundraisers have been put in place to raise money for the event
- Popular event as it happens once a year and is seen as a reunion for members
- Lots of parking availability on campus
- Iota Chi members are familiar with the venue
- Active on social media
- Previous information about the event has been sent out in a timely manner
- University Catering provides tablecloths and cutlery at no extra cost

### **Weaknesses**

- Tight budget
- No event plan or guidelines from previous Beta A & B Province Day hosts
- Small chapter makes delegation of tasks a challenge
- Muncie Alumnae Chapter can be slow at responding to emails and making decisions since they only meet once a month
- Not able to participate in crowdfunding campaigns due to Sigma Alpha Iota National Executive Board rules

- A large variety of demographics and psychographics could attend the event, so deciding on activities and presenters that please everyone will be a challenge
- Registration fees are a little higher than normal due to the use of University Catering, so higher prices may deter potential guests from attending

### **Opportunities**

- Muncie has a large arts and entertainment community, so there are opportunities for local partnerships and/or sponsorships
- With the event being on campus, there is a possibility of utilizing campus buildings and/or students/student organizations
- With the amount of people invited there is opportunity to build numerous meaningful relationships as a chapter

### **Threats**

- The event will take place in late March, so harsh winter weather is a serious possibility
- The Student Center is an open venue, so there is a possibility that passerbys could interfere with the event

## **THE EVENT: THE 2020 SIGMA ALPHA IOTA BETA A & B PROVINCE DAY: “EMPOWERED”**

### **Strategic Purpose**

The strategic purpose of the 2020 Province Day is to bring together members of Sigma Alpha Iota from all across Indiana. Being able to come together in a supportive and uplifting, attendees should leave the event feeling inspired and empowered as members, musicians and women.

### **Overview**

The 2020 Sigma Alpha Iota Beta A & B Province Day: “Empowered” is an opportunity for members of all ages and professions to come together and experience an event centered around empowerment. The event will begin in the morning with a live instrumental performance during check-in and breakfast, where guests will be able to mingle and meet each other before the opening ceremony. After the opening ceremony, there will be an interactive ice breaker activity focusing on empowerment followed by a group photo. Next, a variety of musical pieces will be performed as part of the “Musicale.” Once the performances have concluded, attendees will have a short break before moving to the first round of workshop presentations. After the conclusion of the presentations, Ball State University’s chapter of Kappa Kappa Psi will perform two pieces before lunch is served. Around 45

minutes into lunch, a transition to Phlea Phlam will begin. At the conclusion of Phlea Phlam, attendees will learn the sign language to the Sigma Alpha Iota Chorale followed by another quick break. After the break, the second round of workshop presentations will begin. Upon the conclusion of these presentations, attendees will move to Roundtables with the Beta A & B Province Officers. The event will end with an open sing, the distribution of the paper surveys and the closing ceremony.

## **Itinerary**

***March 28, 2020 / Ball State University L.A. Pittenger Student Center Ballroom***

**8:00 a.m.** - *Check-In Table opens, live instrumental ensemble begins playing, breakfast is served / Location: Ballroom*

**9:00 a.m.** - *Opening ceremony, introductions of chapters & officers / Location: Ballroom*

**9:15 a.m.** - *Dr. Caroline Hand, Keynote Speaker, gives opening presentation / Location: Ballroom*

**9:30 a.m.** - *Icebreaker and group photo / Location: Ballroom*

**9:45 a.m.** - *Musical performances / Location: Ballroom*

**BREAK**

**10:30 a.m.** - *Workshop Presentations #1*

*Jennifer Johnson & Carol Bradshaw, Muncie Symphony Orchestra / Location: Ballroom*

*Dr. Don Ester, Ball State University School of Music Professor / Location: SC303*

**11:30 a.m.** - *Transition to lunch / Location: Ballroom*

**11:45 a.m.** - *Ball State University's chapter of Kappa Kappa Psi performs chapter hymn and additional instrumental piece / Location: Ballroom*

**12:00 p.m.** - *Lunch is served / Location: Ballroom*

**12:45 p.m.** - *Phlea Phlam begins, lunch continues / Location: Ballroom & Ballroom Lobby*

**1:15 p.m.** - *Learn the sign language to the Sigma Alpha Iota Chorale / Location: Ballroom*

**BREAK**

**1:45 p.m.** - *Workshop Presentations #2*

*Dr. Galit Gertsenzon, Ball State University Honors College Faculty / Location: Ballroom*

*Mrs. Amy Hourigan, Founder of Prism Project / Location: SC303*

**2:45 p.m.** - *Roundtables with Beta A & B Province Officers / Collegiate Location: Ballroom, Alumnae Location: SC303*

**3:15 p.m.** - *Sing / Location: Ballroom*

**3:30 p.m.** - *Pass out surveys, closing ceremony / Location: Ballroom*

## **Preparation & Logistics**

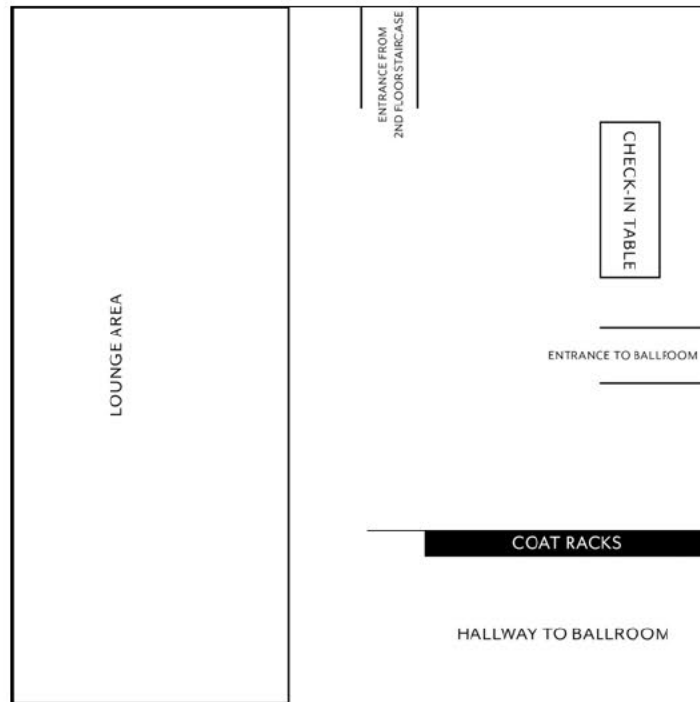
- **Set-up**
  - Ball State University's Iota Chi chapter of Sigma Alpha Iota will start setting up for Province Day at 7:00 a.m. on the day of the event. Set up will include preparing the check-in table, decorating the Ballroom, setting up tables in the



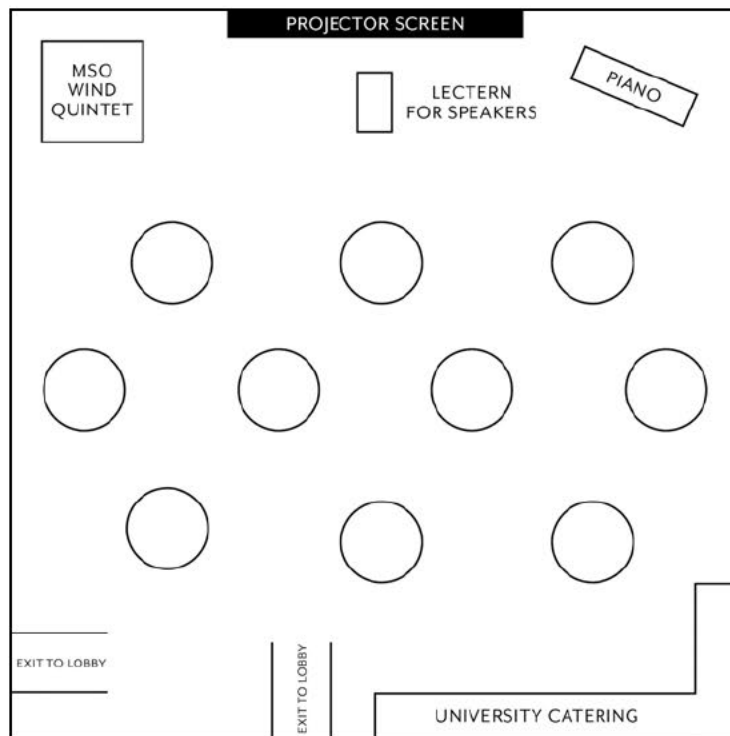
lobby, preparing the SC303 presentation room and assisting University Catering.

- Parking
  - Attendees will be directed in advance to park in the Student Center Parking Garage lot.
- Arrival
  - Upon arrival, attendees will be greeted by inside the side door of the Student Center by an Iota Chi member. They will then be directed to the check-in table and Ballroom.
- Signage
  - On outside doors of Student Center directing to check-in table.
  - On stairs to SC303
  - On SC 303 door
- Ballroom
  - Need piano for presentations, musicale and singing portions of the event
  - Need projector and HDMI cord for presentations
  - Need extra table for check-in
  - Need extra tables for Phlea Phlam
- SC303
  - Need projector and HDMI cord for presentations
  - Need piano for presentations
- Transfer of Members-in-Training (MITs) and guests in and out of Ballroom during ritual ceremonies
  - Because MITs and guests who are non-members of SAI are not allowed to be a part of ritual ceremonies, Iota Chi's Sergeant-at-Arms will monitor and assist the filtering of these people during the ceremonies.
- Table Service Style
  - Buffet Service, where guests serve themselves from a large selection of food with assistance from servers, will be used to serve both breakfast and lunch.

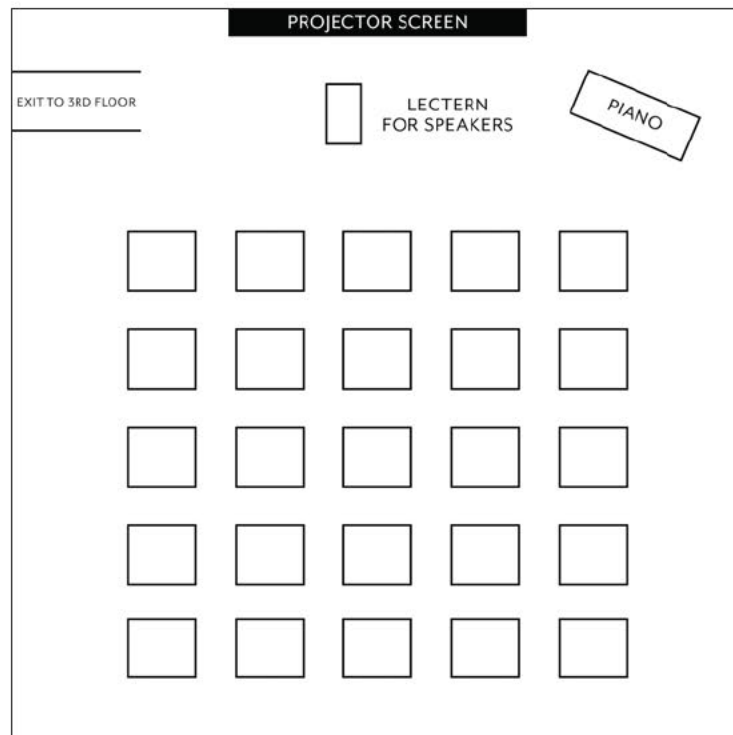
## Ballroom Lobby Layout:



## Ballroom Layout:



### SC303 Layout:



### Guest List

- **Beta Epsilon Chapter**, University of Evansville
- **Iota Eta Chapter**, Indiana State University
- **Zeta Chapter**, Butler University
- **Beta Lambda Chapter**, Valpraiso University
- **Zeta Psi Chapter**, Butler University
- **Bloomington Alumnae Chapter**
- **Evansville Alumnae Chapter**
- **Indianapolis Alumnae Chapter**
- **Terre Haute Alumnae Chapter**
- **Fort Wayne Alumnae Chapter**
- **Lake County Alumnae Chapter**
- **Muncie Alumnae Chapter**
- **Kati Harrison**, Beta A Province Officer
- **Kendra McFarland**, Beta B Province Officer
- **Cara Anderson**, Region V Officer
- **Iota Chi Distinguished Members**
- **Dr. Caroline Hand**, Keynote Speaker

### **Iota Chi Chapter Members In Attendance:**

- **Sarah Wagner**, President
- **Morgan Dean**, Province Day Committee Head and Editor
- **Madison McCool**, Vice President Membership
- **Jaelyn Hence**, Vice President Ritual
- **Amber Yussum**, Secretary
- **Rachel Lesh**, Sergeant-at-Arms and Treasurer
- **Paige Kingery**
- **Shelby Crouse**
- **Kaylee Perry**
- **Katie Knight**
- **Mykaala Cage-Pork**

### **Food and Beverage**

- Ball State University Catering will cater breakfast and lunch.
  - **Breakfast:** Continental - choice of two breakfast breads accompanied by fruit
  - **Lunch:** UC Deli - deli meats with sliced breads, toppers and condiments; home-style soup with crackers; garden salad with toppers and dressing; and assorted cookies

### **Entertainment**

- Muncie Symphony Orchestra Woodwind Quintet
  - This ensemble will perform live from 8:00 a.m. - 9:00 a.m. during check-in and breakfast.
- The Ball State University chapter of Kappa Kappa Psi - Nu Upsilon
  - Kappa Kappa Psi is a service fraternity for college instrumental students and they will be performing two pieces for guests before lunch.
- Catherine Mast
  - Catherine is a Special Education major and American Sign Language specialist at Ball State University. She will teach guests the sign language to the first verse of the Sigma Alpha Iota Chorale.

### **Partnership and/or Sponsorship Opportunities**

- Muncie Symphony Orchestra
  - Music on the Move
  - Together in Music
- Muncie Alumnae Chapter of Sigma Alpha Iota
- Ball State University chapter of Kappa Kappa Psi

- Cornerstone Center for the Arts
- Emens Auditorium
- Muncie Arts & Culture Council
- Ball State University School of Music

## Marketing and Advertising

- **Save the Date Postcards**

FRONT



BACK



- Itineraries
- Personalized Name Tags
- **Social Media Campaigns**
  - Empowered campaign
  - Guest spotlights
  - Countdowns
  - General announcements/updates
- **Promotional items for attendees**
  - Empowered t-shirt
  - Empowered canvas bag

## LEGAL ISSUES AND CONTRACTS

- Potential legal issues
  - Allergies
    - The registration form will ask attendees to note if they have any allergies or dietary restrictions.

- All of the food served during breakfast and lunch will have dietary options for guests to choose from, including: meat and vegetarian options.
  - To best accommodate guests, University Catering will ensure that the foods served do not contain nuts or other foods that are common causes of allergies.
- Contracts
  - A contract was signed with University Catering.

## **COST ANALYSIS\***

### *FOR 50 GUESTS*

\$287.50 - Continental breakfast catered by University Catering (\$5.75/person)

+

\$605.00 - UC Deli lunch catered by University Catering (\$12.10/person)

x20% Labor Charge + 7% Sales Tax + 1% Tax on Food and Beverage

UNIVERSITY CATERING TOTAL

892.50 + 178.50 + 62.48 + 8.93 = **\$1,142.41** / 50 = \$22.85/person

\$325.00 - Event t-shirt (\$6.50/each)

\$60.57 - Save the Date Postcards (Qty: 250)

\$35.00 - Postcard postage stamps

\$19.97 - Name tag lanyards (Qty: 55)

\$150.00 - Iota Chi craft supplies for Phlea Phlam

\$100.00 - Decorations

\$161.57 - Thank you mug (Qty: 50)

**TOTAL COST: \$1,994.52**

### *FOR 100 GUESTS*

\$575.00 - Continental breakfast catered by University Catering (\$5.75/person)

+

\$1,210.00 - UC Deli lunch catered by University Catering (\$12.10/person)

x20% Labor Charge + 7% Sales Tax + 1% Tax on Food and Beverage

UNIVERSITY CATERING TOTAL

1,785 + 357.00 + 124.95 + 17.85 = **\$2,284.80** / 100 = \$22.85/person

\$535.00 - Event t-shirt (\$5.35/each)

\$60.57 - Save the Date Postcards (Qty: 250)

\$35.00 - Postcard postage stamps

\$39.94 - Name tag lanyards (Qty: 110)

\$150.00 - Iota Chi craft supplies for Phlea Phlam

\$100.00 - Decorations

\$269.94 - Thank you mug (Qty: 100)

**TOTAL COST: \$3,465.25**

*\*these costs do not take into consideration financial sponsorships from the Muncie Alumnae Chapter or the canvas tote bags that come with Premium Registration. The pricing for the canvas tote bags will be factored in upon the registration deadline on March 1.*

## **AFTER THE EVENT: THE FOLLOW-UP**

- After the 2020 Province Day, the survey data collected will be analyzed and taken into account for next year's preparations.
- Upon completion of the event, an event binder will be made and sent to the hosts of next year's Province Day.
- The Monday after the event, all guests will receive a digital version of the group photo and a thank you letter via email. Individual chapters will receive the actual photograph and a physical thank you card in the mail.

## **CONCLUSION**

The 2020 Sigma Alpha Iota Beta A & B Province Day: "Empowered" is an all-day event planned and hosted in order to bring together members through activities, presentations, sisterhood and music. Additionally, the variety of performing and presenting guests involved in the event will foster and create impactful relationships important to the growth of Sigma Alpha Iota. Most importantly, however, Province Day will promote and foster empowerment amongst attendees, giving them the confidence to apply the skills learned throughout the event to their day-to-day lives.



# *cumulative* TASK LIST



Task	Description	Contact	Email	Date Assigned	Deadline	Assigned To	With Assistance From
Form Province Day Committee	Province Day Committee to assist with planning and execution of event. Members include: Morgan Dean (Committee Head), Sarah Wagner, Paige Kingery, Amber Yussum, Kaylee Perry, Mary McGrath and Madison McCool. Faculty Advisors include: Craig Webster and Meryl Mantione. Beta A & B Province Officer: Kati and Kendra.			4/1/2019	5/1/2019	Morgan	
Call IRB to confirm survey	Part of Honors Thesis process - CONFIRMED			4/1/2019	8/23/2019	Morgan	
Theme (title, tagline, colors, etc.)	Empowered (Women Empowering Women)			4/25/2019	8/23/2019	All	
Province Day 2020 email address				4/25/2019	8/20/2019	Morgan	Sarah
Collect Emails of all Beta A and B Presidents and Alumnae Presidents				4/25/2019	8/20/2019	Morgan	Kendra, Katie, Dr. Mantione
Collect Emails of current past Iota Chi Members				4/25/2019	8/20/2019	Morgan	Kendra, Dr. Mantione
Confirm date, times and rooms in SC	Reserved SC Ballroom and SC303 from 7 a.m. to 5 p.m. on 3/28/20	Charles Scofield		4/25/2019	8/23/2019	Morgan	
Connect with Muncie Alumnae Chapter about PD	How do they want to be involved? What role do they want to play? What song would they like to sing with us during musicale? Would they like to perform a musicale? Would they be interested in sponsorship of breakfast or promotional item or something else?			4/26/2019	8/25/2019	Morgan	Sarah
Approximate Overall Budget	\$520 (not including fundraising and sponsorships)			4/25/2019	8/30/2019	Morgan	Mary
Determine Itinerary	<p>SCHEDULE</p> <p>8 - Check-in table and Breakfast open (with MoM ensemble playing)</p> <p>9 00 - Opening Ceremony, Introductions</p> <p>9:15 - Keynote Speaker, Dr. Hand 9 30 - Icebreaker</p> <p>9:45 - Musicales (IX piece with the Muncie Alumnae Chapter)</p> <p>10:30 - Workshop Round 1</p> <p>Workshop #1</p> <p>Workshop #2</p> <p>11:30 - Petting Zoo (6-7 staff) open, transition to lunch</p> <p>11:45 - KKP/PMA</p> <p>12 - Lunch is served</p> <p>12:45 - Phlea Phlam starts, lunch continues</p> <p>1:15 - Interactive Activity - Chorale w/ Sign Language</p> <p>1:45 - Workshop Round 2</p> <p>Workshop #3</p> <p>Workshop #4</p> <p>2:45 - Roundtables</p> <p>3:15 - Sing</p> <p>3:30 - Closing</p>			4/25/2019	10/1/2019	All	Kendra, Dr. Meryl Mantione, Dr. Craig Webster
Determine Date	March 28, 2020 from 9 a.m. to 4 p.m., registration starting at 8 a.m. Set up beginning at 7 a.m. and tear down ending at 5 p.m.			4/25/2019	10/1/2019	All	
Determine Location	Ball State Student Center Ball room and SC 303	Charles Scofield		4/25/2019	10/1/2019	Morgan	Jaelyn/Sarah
Dine to Donate 1 - Fazoli's	November 10th from 11:00 a.m. - 8 p.m. (PRINT COPY OF EMAIL TO BRING TO DINE TO DONATE)	GroupRaise	N/A	10/1/2019	10/20/2019	Morgan	Mary
Dine to Donate 2 - iHop	December 6th from 1 p.m. - 8 p.m. PRINT COPY OF EMAIL AND BRING TO DINE TO DONATE	GroupRaise	N/A		10/20/2019	Morgan	Mary
Dine to Donate 3 - Papa Murphy's	January 8th from 4 p.m. - 7 p.m. PRINT COPY OF EMAIL AND BRING TO DINE TO DONATE	GroupRaise	N/A		10/20/2019	Morgan	Mary
Connect with University Catering		Chef Reynolds		4/25/2019	10/21/2019	Morgan	Sarah
Determine Keynote Speaker	Message about women in music, working as a woman in the music industry, impact of SAI	Caroline Hand		10/1/2019	11/1/2019		
Decide on second promotional item to have	Canvas bag				11/1/2019	All	

Task	Description	Contact	Email	Date Assigned	Deadline	Assigned To	With Assistance From
Decide on breakfast	Continental			8/20/2019	11/1/2019	All	
Decide on lunch	Sandwich, soup, salad			8/20/2019	11/1/2019	All	
Design Save the Dates	6x4in Postcards, purchase from Vistaprint (\$60)			4/26/2019	11/1/2019	Morgan	
Determine Registration Fees	\$30 for regular with t-shirt, \$35 with item			4/25/2019	11/10/2019	All	Mary
Email Chef Reynolds to confirm menu				10/29/2019	11/27/2019	Morgan	
Send out Save the Dates				10/29/2019	11/27/2019	Morgan	All
Workshop #1	Music of the Holocaust	Dr. Galit Gertsenzon			12/1/2019		Sarah
Workshop #2	Dr. Don Ester	Dr. Don Ester			12/1/2019		Sarah
Workshop #3	Outside the Music Box	Carol Bradshaw, Caroline Heston			12/1/2019		Sarah
Workshop #4	Mrs. Amy Hourigan				12/1/2019		Sarah
Book Instrument Petting Zoo	Jennifer Johnson				12/1/2019		
Approximate Descriptive Budget				8/30/2019	12/1/2019	Morgan	Mary
Determine sponsorships	Muncie Alumnae (breakfast)			4/25/2019	12/1/2019	Morgan	Sarah
Determine Mailing List	Past Iota Chis, Muncie Alumnae, Distinguished Members/Friends of the Arts, Speakers, Province A and B Officers, etc.			4/26/2019	12/1/2019	Morgan	
Performers - Breakfast	MSO Quintet	Noah Connolly			12/1/2019	Morgan	
Performers - Lunch	KKY	Grant Winterheimer			12/1/2019	Morgan	Sarah
Performers - Interactive Activity	Teach a chorus of chorale in sign language	Catherine Mast			12/1/2019	Morgan	
Announce Hosting of PD on SM				4/26/2019	12/15/2019	Morgan	Kendra
Social Media Campaign leading up to PD	Begin consistent posts on Instagram and Facebook teasing theme, information, speakers, performers, PD Committee, etc.			4/26/2019	12/15/2019	Morgan	
Logo Design				4/26/2019	1/1/2020	Morgan	
Design Shirts				4/26/2019	1/1/2020	Morgan	
Design second promotional item				10/1/2019	1/1/2020	Morgan	
Email and mail out Official Invitations (itinerary, location info, form to register etc)					1/6/2020	Morgan	
<b>REGISTRATION OPENS</b>				-	1/8/2020	Morgan	
Craft for Phlea Phlam				4/25/2019	1/8/2020	Kaylee, Jaelyn	Iota Chi Chapter
Determine Ice Breakers	"I'm empowered by _____" activity				1/12/2020	All	Paige
Dine to Donate 4 - IHOP	February 21st from 4 p.m. - 8 p.m. <b>PRINT COPY OF EMAIL AND BRING TO DINE TO DONATE</b>	GroupRaise	N/A		2/1/2020	Morgan	Rachel
Call SC to finalize requests					2/1/2020	Morgan	
<b>Send out registration reminder emails</b>				12/1/2019	2/16/2020	Morgan	
Send out reminder emails to all chapters/attendees	Registration closes in one week				2/16/2020	Morgan	
Design Itinerary				4/26/2019	2/19/2020	Morgan	Iota Chi Chapter
RSVP Deadline 1					2/23/2020		Iota Chi Chapter
FB Profile Cover Frame				2/6/2020	2/23/2020	Morgan	Iota Chi Chapter
Place order for second promotional item					3/1/2020	Morgan	
Reach out to presenters/performers to get info for their social media features and the program book				12/1/2019	3/10/2020	Morgan	
Reach out to Muncie Arts Organizations for pamphlets/papers				3/1/2020	3/10/2020	Morgan	
<b>SEND CONFIRMATION EMAILS with itinerary, FAQ packet, parking info, etc. via email</b>	As registrations come in, send out confirmation emails with "info to come"			8/9/2019		Morgan	

Task	Description	Contact	Email	Date Assigned	Deadline	Assigned To	With Assistance From
Send out reminder emails to all volunteers, workshop presenters, performers. etc.					3/1/2020	Morgan	
RSVP Deadline 2					3/1/2020	Morgan	
Order shirts from Outfitters					3/1/2020	Morgan	Mary
Buy colored stickers					3/1/2020	Morgan	
Buy plastic name tags					3/1/2020	Morgan	
RSVP Extension/Check-In					3/8/2020	Morgan	
Send cancellation emails					3/11/2020	Morgan	
Shirts delivered					3/15/2020	Morgan	
Decorations Finished					3/20/2020	Kaylee, Jaelyn	Morgan
Create Province Day Event Binder	Include tabs like: Fundraising, Budget, Theme/Styleguide, Day of Communication, etc.			1/1/2019	3/20/2019	Morgan	
Nametags mail merged and printed					3/20/2019	Morgan	
Nametags stuffed and stickers put on					3/26/2020	Morgan	Iota Chi Chapter
Send out reminder emails to all volunteers, workshop presenters, performers. etc.					3/26/2019	Morgan	
Send out eventreminder emails to all chapters/attendees					3/26/2019	Morgan	
Determine refund process					3/28/2020	Morgan	Sarah, Rachel
Send refund process emails					4/2/2020	Morgan	
Send out all refunds					4/15/2020	Morgan	Rachel
<b>KEY</b>							
Completed							
In-progress before COVID-19							
Not completed due to COVID-19							



# *registration* INFORMATION

# EMPOWERED

## 2020 BETA A & B PROVINCE DAY

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**Saturday, March 28th | 8 a.m. - 4 p.m. | L.A. Pittenger Student Center**

Dear Beta A & B Province Sisters,

On behalf of the Iota Chi Chapter of Sigma Alpha Iota, I am pleased to officially invite you to the 2020 Beta A & B Province Day on March 28th from 8 a.m. to 4 p.m. hosted on Ball State University's campus! Within this packet you will find registration information; deadline and payment information; Musicales, Phlea Phlam and Roundtable topic sign ups; a draft of the itinerary; and navigation and lodging information. Please keep in mind that **this event requires badge attire (business casual/professional) to be worn all day.**

The official address for the Ball State University L.A. Pittenger Student Center is:

**2000 W University Ave  
Muncie, IN 47306**

The official address for the Ball State University L.A. Pittenger Student Center Parking Garage is:

**312 N College Ave  
Muncie, IN 47303**

There is more detailed information regarding directions and parking on page 7 of this packet.

This year's Beta A & B Province Day theme is "Empowered." We have carefully selected and crafted the itinerary for Province Day in the hopes of allowing attendees to leave the event feeling empowered as musicians, sisters, students, working professionals and women.

If you find that you have any questions or concerns regarding the 2020 Beta A & B Province Day, please reach out to Morgan Dean (Iota Chi Province Day Committee Chair and Editor) at **beta.ab.provinceday@gmail.com**.

We look forward to seeing you at the 2020 Beta A & B Province Day!

**"There is no limit to what we, as women, can accomplish." - Michelle Obama**

Sincerely,



Morgan C. Dean, Iota Chi Province Day Committee Chair and Editor  
**beta.ab.provinceday@gmail.com**

# REGISTRATION FORM

CHAPTER NAME: \_\_\_\_\_

## MEMBERS ATTENDING\*:

Name	Email	Regular or Premium Registration

\*PLEASE SEE THE BACK OF THIS PAGE FOR ADDITIONAL NAMES

ANY DIETARY RESTRICTIONS OR ALLERGIES? \_\_\_\_\_

## FEES:

### Regular: \$30

*Includes university catered breakfast and lunch, a 2020 Province Day tote bag, wide variety of professional workshop presentations, thank you gift and more.*

### Premium: \$35

*Includes everything from the regular registration AND a 2020 Province Day t-shirt.*

Please complete and return this form with a check made payable to "Sigma Alpha Iota - Iota Chi."  
Please mail completed forms with payment to:

**Morgan Dean**



## DEADLINE:

**PLEASE RSVP BY SUNDAY, FEBRUARY 23.** Upon receiving your registration information and payment, you will receive a confirmation email from Iota Chi Province Day Committee Chair, Morgan Dean.

## QUESTIONS?

Please reach out to Morgan Dean at [beta.ab.provinceday@gmail.com](mailto:beta.ab.provinceday@gmail.com).

Members Attending Continued:

[illegible]

## PHLEA PHLAM REGISTRATION

CHAPTER: \_\_\_\_\_

PRODUCT(S) DESCRIPTION: \_\_\_\_\_

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EACH CHAPTER WILL RECEIVE ONE STANDARD 6 FT TABLE FOR PHLEA PHLAM

*PLEASE RETURN BOTH OF THESE COMPLETED FORMS WITH THE REGISTRATION FORM.*

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## ROUNDTABLE DISCUSSION TOPICS

CHAPTER: \_\_\_\_\_

WHAT TOPICS WOULD YOU LIKE TO BE DISCUSSED DURING ROUNDTABLES? \_\_\_\_\_

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*PLEASE RETURN THIS COMPLETED FORM WITH THE REGISTRATION FORM.*



## MUSICALE REGISTRATION

NAME OF PERFORMER: \_\_\_\_\_

CHAPTER: \_\_\_\_\_

PIECE: \_\_\_\_\_

COMPOSER: \_\_\_\_\_

INSTRUMENT: \_\_\_\_\_

APPROXIMATE TIME: \_\_\_\_\_

SPECIAL EQUIPMENT NEEDED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME OF PERFORMER: \_\_\_\_\_

CHAPTER: \_\_\_\_\_

PIECE: \_\_\_\_\_

COMPOSER: \_\_\_\_\_

INSTRUMENT: \_\_\_\_\_

APPROXIMATE TIME: \_\_\_\_\_

SPECIAL EQUIPMENT NEEDED: \_\_\_\_\_

\_\_\_\_\_

## MUSICALE REGISTRATION

NAME OF PERFORMER: \_\_\_\_\_

CHAPTER: \_\_\_\_\_

PIECE: \_\_\_\_\_

COMPOSER: \_\_\_\_\_

INSTRUMENT: \_\_\_\_\_

APPROXIMATE TIME: \_\_\_\_\_

SPECIAL EQUIPMENT NEEDED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME OF PERFORMER: \_\_\_\_\_

CHAPTER: \_\_\_\_\_

PIECE: \_\_\_\_\_

COMPOSER: \_\_\_\_\_

INSTRUMENT: \_\_\_\_\_

APPROXIMATE TIME: \_\_\_\_\_

SPECIAL EQUIPMENT NEEDED: \_\_\_\_\_

\_\_\_\_\_

## ITINERARY

*subject to change*

**8:00 a.m.** - Check-in table opens and breakfast buffet is put out | Location: Ballroom

*Breakfast Menu: breakfast breads, a variety of fresh fruit, Starbucks coffee, orange juice and water.*

**9:00 a.m.** - Opening ceremony, introductions and announcements | Location: Ballroom

**9:15 a.m.** - Keynote Presentation by Dr. Caroline Hand | Location: Ballroom

**9:30 a.m.** - Icebreaker Activity | Location: Ballroom

**9:45 a.m.** - Musicale | Location: Ballroom

**10:30 a.m.** - Workshop Presentations Round 1\* | Location: Ballroom and SC303

*Mrs. Amy Hourigan, Presenting on Prism Project*

*Carol Bradshaw and Jennifer Johnson, Presenting on the Muncie Symphony Orchestra*

**11:30 a.m.** - Transition to lunch | Location: Ballroom

**11:45 a.m.** - Ball State University's chapter of Kappa Kappa Psi performs | Location: Ballroom

**12:00 p.m.** - Lunch is served | Location: Ballroom

*Lunch Menu: deli meats and cheeses with sliced breads, toppers, and condiments; home-style soup with crackers; garden salad with toppers and dressing; assorted cookies; and iced tea, lemonade and water.*

**12:45 p.m.** - Phlea Phlam begins, lunch continues | Location: Ballroom & Ballroom Lobby

**1:15 p.m.** - Learn sign language to the Sigma Alpha Iota Chorale | Location: Ballroom

**1:45 p.m.** - Workshop Presentations Round 2\* | Location: Ballroom and SC303

*Dr. Don Ester, Presenting on Women in Music*

*Dr. Galit Gertsenzon, Presenting on Music of the Holocaust*

**2:45 p.m.** - Roundtables with Beta A & B Province Officers | Collegiate Location: Ballroom; Alumnae Location: SC303

**3:15 p.m.** - Open Sing | Location: Ballroom

**3:30 p.m.** - Closing ceremony | Location: Ballroom

*\*Presentation topics and titles will be more specific closer to the event*

## SPECIFIC DIRECTIONS

### From I-69 Traveling North

Take exit 241 toward Muncie. Turn right at IN-332/W. McGalliard Rd. Continue on McGalliard Road about 7.7 miles. Turn right on N. Tillotson Ave. Follow 1.5 miles. Turn left at W. University. Follow .5 miles and Student Center will be on your right.

### From I-69 Traveling South

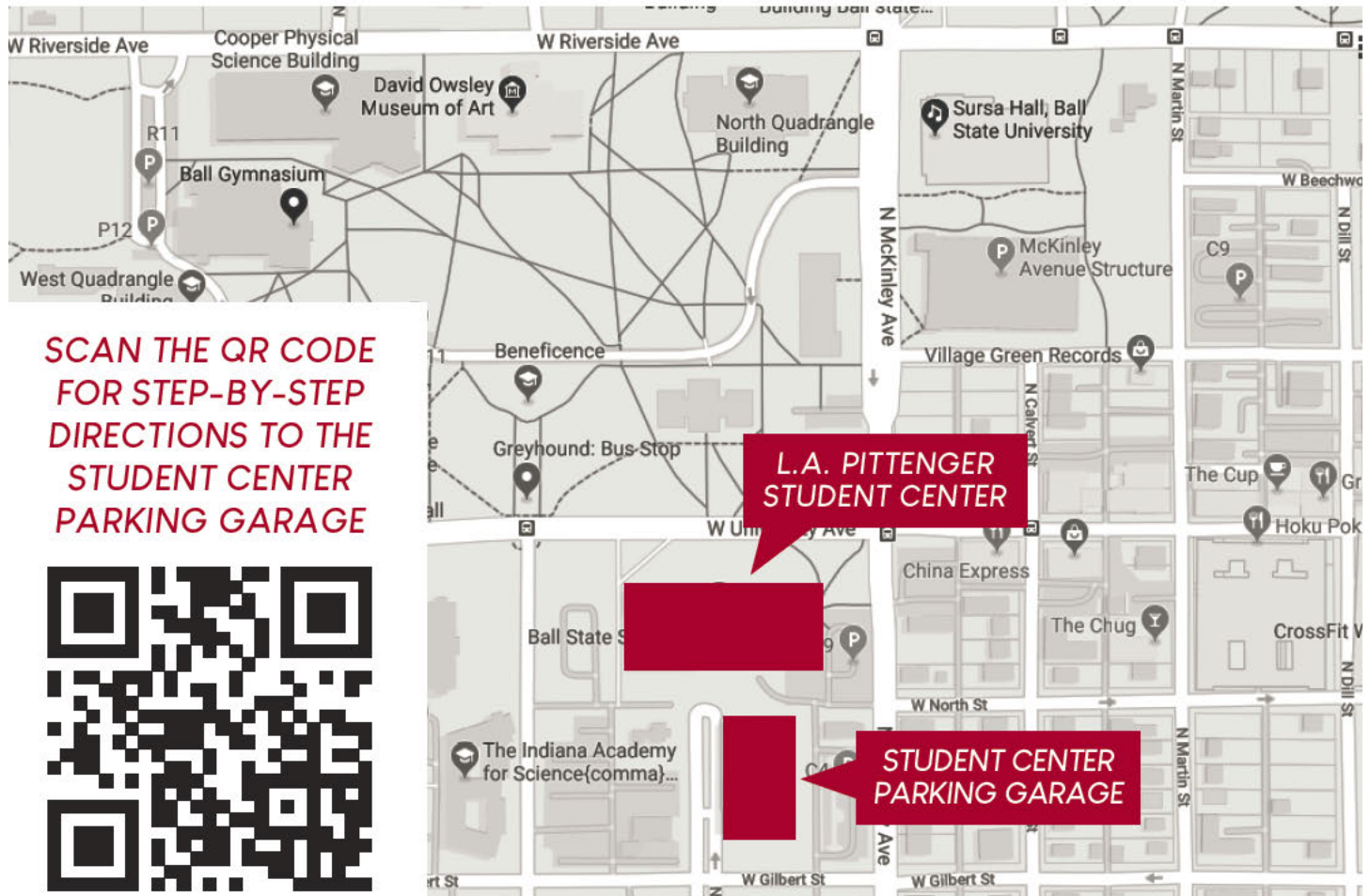
Take exit 241 toward Muncie. Turn left at IN-332/W. McGalliard Rd. Continue on McGalliard Road about 7.7 miles. Turn right on N. Tillotson Ave. Follow 1.5 miles. Turn left at W. University. Follow .5 miles and Student Center will be on your right.

### From U.S. Highway 35 Traveling West

Take the ramp onto IN-3/IN-67/Muncie Bypass/US-35. Follow 2.8 miles. Take exit for IN-32 exit toward Muncie. Turn right at IN-32/E Jackson St. Follow 3.2 miles. Continue on W. Main St. Turn right onto W. Jackson St. Follow about .5 miles. Turn right on McKinley Ave. Travel about .3 miles. Turn left on W. University. Student Center will be on your left.

### From SR-32 Traveling West

Once you pass under the bypass continue on IN-32/E Jackson St. (due to one-way streets, Jackson becomes Main St.) Follow 3.2 miles. Continue on W. Main St. Follow signs for IN-32. Turn right onto W. Jackson St. Follow about .5 miles. Turn right on McKinley Ave. Travel about .3 miles. Turn left on W. University. Student Center will be on your left.



SCAN THE QR CODE  
FOR STEP-BY-STEP  
DIRECTIONS TO THE  
STUDENT CENTER  
PARKING GARAGE



## MUNCIE, IN LODGING OPTIONS

### Ball State University Student Center Hotel

L.A. Pittenger Student Center  
2000 W University Ave3  
Muncie, Indiana 47306  
(765) 285-1555

### Holiday Inn Express Hotel and Suites Muncie

4201 W Bethel Ave  
Muncie, IN 47304  
(765) 289-4678

### Courtyard by Marriott Muncie at Horizon Convention Center

601 South High Street  
Muncie, Indiana 47305  
(765) 287-8550

### Best Western Muncie

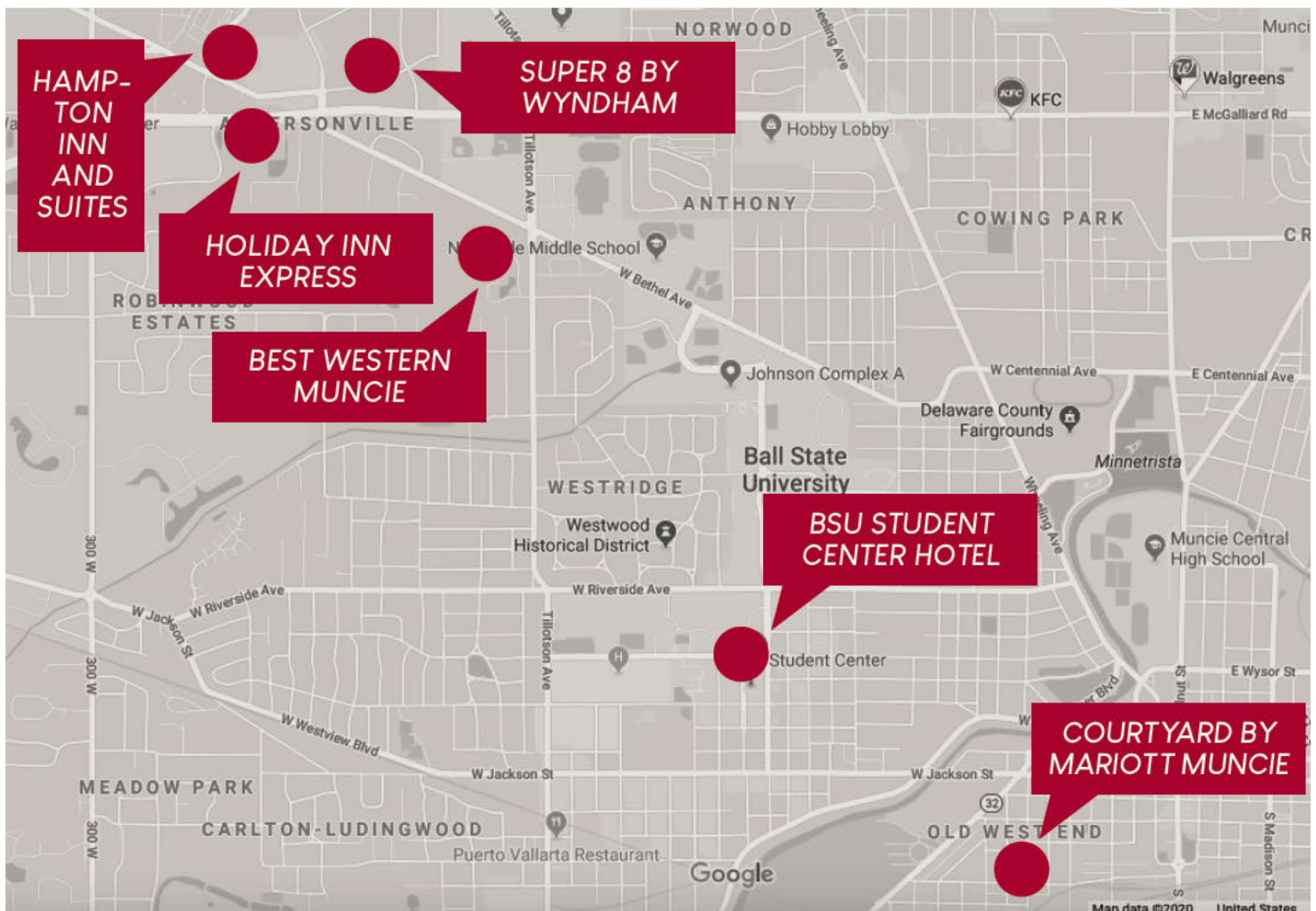
3011 W Bethel Ave  
Muncie, IN 47304  
(765) 282-0600

### Hampton Inn and Suites Muncie

4220 W Bethel Ave  
Muncie, IN 47304  
(765) 288-8500

### Super 8 by Wyndham Muncie

3601 W Fox Ridge Ln  
Muncie, IN 47304  
(765) 286-4333






First Name	Last Name	Email	Chapter	Registration Type	T-Shirt Size	Paid?	Dietary Restrictions	Date Received	Confirmation Email
Dr. Caroline	Hand		Muncie Alumnae Chapter	Regular		GUEST	N/A	1/23/20	
Dr. Don	Ester		Iota Chi Distinguished Member	Regular		GUEST	N/A	1/27/20	
Carol	Bradshaw					GUEST (LUNCH)			
Caroline	Heston					GUEST (LUNCH)			
Craig	Webster					GUEST (LUNCH)			
Amy	Hourigan					GUEST			
Dr. Galit	Gertsenzon					GUEST			
Catherine	Mast					GUEST			
Sarah	Wagner		Iota Chi	Premium		\$22	N/A	2/17/20	
Jaelyn	Hence		Iota Chi	Premium		\$22	N/A	2/17/20	
Mykaala	Cagepork		Iota Chi	Premium		\$22	N/A	2/23/20	
Kaylee	Perry		Iota Chi	Premium		\$22	N/A	2/23/20	
Katie	Knight		Iota Chi	Premium		\$25 (\$3 extra)	N/A	2/23/20	
Paige	Kingery		Iota Chi	Premium		\$22	Vegetarian	2/23/20	
Madison	McCool		Iota Chi	Premium		\$22	N/A	2/23/20	
Rachel	Lesh		Iota Chi	Premium			N/A	2/23/20	
Morgan	Dean		Iota Chi	Premium			N/A		
Kiersten	Weyer		Beta Epsilon	Premium		\$35	Vegetarian	2/23/20	
Kiersten	Hill		Beta Epsilon	Premium		\$35	Vegetarian	2/23/20	
Divya	Utterwar		Beta Epsilon	Premium		\$35	Vegetarian	2/23/20	
Allison	Statler		Beta Epsilon	Premium		\$35	N/A	2/23/20	
Anna	Brough		Beta Epsilon	Premium		\$35	N/A	2/23/20	
Toriana	Brents		Beta Epsilon	Premium		\$35	N/A	2/23/20	
Michaela	Owens		Beta Epsilon	Premium		\$35	N/A	2/23/20	
Katie	Grubb		Beta Epsilon	Premium		\$35	N/A	2/23/20	
Sarah	Weithers		Beta Epsilon	Premium		\$35	N/A	2/23/20	
McKenna	Labbs		Beta Epsilon	Premium		\$35	N/A	2/23/20	
Bayleigh	Kasper		Beta Epsilon	Premium		\$35	N/A	2/23/20	
Heather	Rowley		Muncie Alumnae Chapter	Premium		\$35	N/A	2/23/20	
Linda	Putman		Muncie Alumnae Chapter	Regular		\$30	N/A	2/23/20	
Alex	Beltowski		Muncie Alumnae Chapter	Regular		\$30	N/A	2/23/20	
Becky	Burkart		Muncie Alumnae Chapter	Regular		\$30	Vegetarian	2/23/20	
Jan	Scott		Muncie Alumnae Chapter						
Kendra	McFarland		Beta B Province Officer	Premium		\$35	N/A	2/23/20	
Claire	Smith		Iota Chi Alumna	Premium		\$35	N/A	2/23/20	
Jessi	Collins		Indianapolis Alumnae	Premium		\$35	N/A	2/23/20	
Leslie	Nelson		Indianapolis Alumnae	Regular		\$30	N/A	2/23/20	
Michelle	Cohen		Indianapolis Alumnae	Premium		\$35	N/A	2/23/20	
Ashley	Garnett		Indianapolis Alumnae	Premium		\$35	N/A	2/23/20	
Laura	Cones		Indianapolis Alumnae	Regular		\$30	N/A	2/23/20	
Daisy	Chew		Indianapolis Alumnae	Premium		\$35	N/A	2/23/20	
Stephani	Graves		Indianapolis Alumnae	Regular		\$30	N/A	2/23/20	
Katie	Orrett		Indianapolis Alumnae	Premium		\$35	N/A	2/23/20	
Cassandra	Haas		Beta Lambda						
Evee	Curtis		Beta Lambda						
Ellie	Hackbarth		Beta Lambda						
Katharina	Depenthal		Beta Lambda						
Vicki	King		Bloomington Alumnae	Premium		\$35	Vegetarian	2/26/20	
Hilary	Hamilton		Bloomington Alumnae	Premium		\$35	N/A	2/26/20	
Emily	Wilson		Zeta Psi	Regular		\$30	N/A	2/26/20	
Ashlea	Baughman		Zeta Psi	Regular		\$30	N/A	2/26/20	
Marnie	Griffiths		Zeta Psi	Premium		\$35	N/A	2/26/20	
Kati	Harrison		Beta A Province Officer						
Lauren	Erickson		Lake County Alumnae	Premium		\$35	N/A	2/28/20	
Katie	Karstensen		Lake County Alumnae	Premium		\$35	N/A	2/28/20	
Pam	Buckley		Lake County Alumnae	Premium		\$35	N/A	2/28/20	
Carlie	Allen		Lake County Alumnae	Premium		\$35	N/A	2/28/20	
Stephanie	Sepiol		Lake County Alumnae	Regular		\$30	N/A	2/28/20	
Andria	Kessler		Lake County Alumnae	Premium		\$35	N/A	2/28/20	
Melissa	Burgess		Lake County Alumnae	Premium		\$35	N/A	2/28/20	
Julie	Stuckert		IX Alumna	Regular					
Christina	Rhinehart		Ft. Wayne Alumnae	Premium		\$35	N/A	2/28/20	
Sydne	Butler		Ft. Wayne Alumnae	Premium		\$35	N/A	2/28/20	
Ann	Donner		Ft. Wayne Alumnae	Regular		\$30	Gluten Free	2/28/20	
Jackie	Hinsey		Ft. Wayne Alumnae	Premium		\$35	N/A	2/28/20	
Dorothy	Kittaka		Ft. Wayne Alumnae	Regular		\$30	N/A	2/28/20	
Ginny	Johnson		Ft. Wayne Alumnae	Regular		\$30	N/A	2/28/20	
Teresa	Stachofsky		Ft. Wayne Alumnae	Regular		\$30	N/A	2/28/20	
Brenda	White		Ft. Wayne Alumnae	Premium		\$35	N/A	2/28/20	
Mallory	Yoder		Ft. Wayne Alumnae	Premium		\$35	N/A	2/28/20	
Melanie	Kellogg		Ft. Wayne Alumnae	Premium					
Natalie	Clark		Evansville Alumnae	Regular		\$30	N/A	3/1/20	
Kristine	Miller		Evansville Alumnae						
Alex	Smith		Evansville Alumnae						
Kris	Miller		Evansville Alumnae	Regular					
Janet	Burkhart		Muncie Alumnae Chapter	Premium		\$35	Vegan	3/1/20	
Valentina	Sanfilippo		Muncie Alumnae Chapter	Premium					
Hannah	Knickrehm		Zeta	Regular			N/A		
Elise	Sparre		Zeta	Regular			N/A		
Katie	McGannon		Zeta	Regular			N/A		
Rachel	Spodek		Zeta	Regular			N/A		
Claudia	Gruett		Zeta	Regular			N/A		
Faith	Carroll		Zeta	Regular			N/A		
Sophie	Strasheim		Zeta	Regular			N/A		
Ellie	Flowers		Zeta	Regular			N/A		
Cheyenne	Johnson		Zeta	Regular			N/A		
Kara	Tynes		Iota Chi Alumna						

REGISTRATION INFORMATION

GUEST LIST

First Name	Last Name	Email	Chapter	Registration Type	T-Shirt Size	Paid?	Dietary Restrictions	Date Received	Confirmation Email
April	Kuhnert		Beta Epsilon Alumna						

First Name	First Name	Chapter	Shirt Size	Paid	Received
Kiersten	Weyer	Beta Epsilon			2/19/20
Kiersten	Weyer	Beta Epsilon			2/19/20
Katie	Safa	Indianapolis Alumnae		\$6.50	2/19/20



Name	Chapter	Piece Title	Composer	Instrument	Accompanist	Approximate Time	Additional Materials?
Vicki King	Bloomington Alumnae	Romance, Op. 5, No. 3	Clara Schumann	Piano		3 minutes	N/A
Janet Burkhart	Muncie Alumnae	Caprice for Clarinets ; Danza Ungherese #5	Clare Grundman ; Johannes Brahms	Clarinet		8 minutes (total)	N/A
Jan Scott	Muncie Alumnae	Caprice for Clarinets ; Danza Ungherese #5	Clare Grundman ; Johannes Brahms	Clarinet		8 minutes (total)	N/A
Mykaala Cage-Pork	Iota Chi	Caprice for Clarinets ; Danza Ungherese #5	Clare Grundman ; Johannes Brahms	Clarinet		8 minutes (total)	N/A
Paige Kingery	Iota Chi	Caprice for Clarinets ; Danza Ungherese #5	Clare Grundman ; Johannes Brahms	Clarinet		8 minutes (total)	N/A
Sarah Wagner	Iota Chi	Caprice for Clarinets ; Danza Ungherese #5	Clare Grundman ; Johannes Brahms	Clarinet		8 minutes (total)	N/A
Rachel Lesh	Iota Chi	Tigeroo	Irving Fine	Voice: Mezzo-Soprano		1:30 minutes	Accompanist
Kendra McFarland	Beta B Province Officer	Zoologischer Garten - II: Wasserflohwalzer	Wendelin Bitzan	Flute and Viola		3 minutes (total)	2 stands
Kati Harrison	Beta A Province Officer	Zoologischer Garten - II: Wasserflohwalzer	Wendelin Bitzan	Flute and Viola		3 minutes (total)	2 stands
	Iota Chi	SAI Garden		Voice		2 minutes	Accompanist
Ashley Garnett	Indianapolis Alumnae	Wie Melodien Zieht es Mir	Brahms	Voice	Leslie Taylor	2 minutes	Piano
Allison Statler	Beta Epsilon	Fantasie Pastorale Hongroise; Movement 1	Franz Doppler	Flute		4:45 minutes	Stand, accompanist
Kiersten Weyer	Beta Epsilon	Concerto for Trombone	Rionsky-Korsokov	Trombone		8 minutes	Stand, accompanist
	Ft. Wayne Alumnae	ODE To pAn's Cottage	Debra Rue	Voice, piano, flute		3 minutes	N/A
Becky Burkart	Muncie Alumnae			Harpsichord			N/A
Madison McCool	Iota Chi	Speechless	Alan Menken	Voice		3-4 minutes	N/A
Katie Knight	Iota Chi			Flute			N/A
Jaelyn Hence	Iota Chi	Lass from The Low Countree	John Jacob Niles	Voice		3 minutes	Accompanist
						<b>35.75 MINUTES TOTAL</b>	

Chapter	Description
Bloomington Alumnae	Small table runners
Zeta Psi	Sugar scrubs and lip scrubs, succulents, SAI ornaments
Another Life	Necklaces, lotions, candles, bathbombs
Indianapolis Alumnae	Drawstring backpacks, iron-on letters, decals, pop-up vases, cook books
Beta Epsilon	SAI laptop/car stickers, SAI sewing letters, pens, decoration letters

COLLEGIATE	
Bullying/hazing	
What are some recruitment ideas to get the word out about SAI to more people?	
Sisterly decorum/relationships	
Recruitment	
Policies	
Fundraising ideas	
Philanthropy ideas	
FrED ideas	
Sisterhood events	
Formal ideas	
ALUMNAE	
Approval of SAI items for sale at Phlea Phlam, process to get approval for any designs we create	
Inter and intra communication with collegiate and alumnae chapters	
Alumnae and collegiate separate	

# *financial* INFORMATION

## TOTAL APPROXIMATE BUDGET

CATEGORY	PROJECTED TOTAL
<b>VENUE</b>	
Location Rental	\$0.00
<b>DECOR/SUPPLIES</b>	
Mason Jar Centerpieces	\$20.00
Silk flowers	\$10.00
Poster board for ice breaker	\$6.00
Post-it notes	\$4.00
<b>FOOD AND BEVERAGE*</b>	
Breakfast - \$5.75/attendee (88 attendees)	\$506.00
Lunch - \$12.10/attendee (88 attendees)	\$1,064.80
<i>*does not include tax and service fee</i>	
<b>PROMOTIONAL MATERIALS</b>	
Save the Date Postcards	\$60.27
Shirts (36)	\$234.00
Canvas Tote Bags (88)	\$517.88
Mugs (88)	\$224.83
Nametag Holders and Paper (120)	\$38.58
<b>IOTA CHI PHLEA PHLAM</b>	
Canvases	\$20.00
Wooden Letters	\$24.00
	<b>APPROXIMATE TOTAL</b>
	\$2,730.36



Beta A &amp; B Province Day 2020 2020 &lt;beta.ab.provinceday@gmail.com&gt;

## Your Vistaprint Order Is Confirmed

1 message

Vistaprint

Wed, Nov 13, 2019 at 11:16 PM

Reply-To:

To:

Your Vistaprint Order Confirmation

[Add Vistaprint to your address book](#)

THANK YOU FOR YOUR ORDER

Your Order Number:

• [Track It](#)Hi [beta.ab.provinceday](#),

Here are your order details:

Order Date: 11/13/2019

Delivery Option (\*): **Standard**

You can expect to receive items in your order by:

4" x 6" postcard - standard glossy front November 22

Payment Type : Mastercard

### Order Summary

[Edit Your Design](#)

#### 4" x 6" postcards - standard glossy front

Qty: 250

Base Price

~~\$52.50~~ **\$44.62**

Item Total

**\$44.62**

Merchandise: \$44.62  
Shipping Charges: \$11.99  
Sales Tax: \$3.96  
**Total: \$60.57**

### Sold By

Vistaprint Netherlands BV

### Shipping To:

Morgan Dean



Lightweight 100% Cotton Tote

Natural | Printing

\$484.00

Order Summary

Total (Qty 88)	\$484.00
Delivery	\$0.00
Tax (IN)	\$33.88

Order Total

\$517.88

Shipping:  
Morgan Dean

[REDACTED]

Contact:  
Morgan Dean

[REDACTED]



**THANK YOU FOR YOUR ORDER**  
 You've earned **\$10.51 MugBucks** with this purchase!

Order XXXXXXXXXX

**Estimated Delivery Date: March 18 - 19, 2020**

ORDERED

CANCELLED



ORDER CANCELLED



Item#:	7102 - White	Price (88 @ 1.22 ):	\$107.36
Quantity:	88 Pcs	1 Screen Charges :	\$25.00
Print On:	Front Side		
	Imprint	Subtotal:	\$132.36
Imprint:	<a href="#">Design Lab</a>	FEDEX RESID	\$91.00
		Shipping:	
		Item Total:	\$223.36

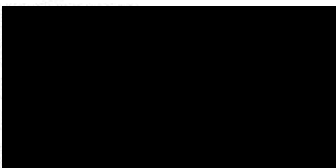
## ORDER SUMMARY:

SHIPPING CHARGES:	\$91.00
SALES TAX	\$14.71
10% OFF DISCOUNT	<del>-\$13.24</del>
<b>TOTAL</b>	

**Grand Total: \$224.83**

Billing Address:

Morgan Dean



Shipping Address:

Morgan Dean





**Details for Order** [REDACTED][Print this page for your records.](#)**Order Placed:** March 10, 2020**Amazon.com order number:** [REDACTED]**Order Total: \$38.58****Not Yet Shipped****Items Ordered****Price**

1 of: *Avery Name Badge Inserts, Print or Write, 2-1/4 Inch x 3-1/2 Inch, 400 Card Stock Refills (5390), White* \$10.07

Sold by: Amazon.com Services LLC

Condition: New

1 of: *SEE-IT! 120 Name Tag Holders with Lanyards and White Insert Cards, Horizontal Clear Plastic Badge Protector ID Card Holder Waterproof Heavy Duty Reusable Adults Kids Business School Church Conferences* \$25.99

Sold by: Windhaven Products LLC ([seller profile](#))

Condition: New

**Shipping Speed:**

FREE Shipping

**Payment information**

Item(s) Subtotal: \$36.06

Shipping &amp; Handling: \$9.08

Free Shipping: -\$9.08

-----

Total before tax: \$36.06

Estimated tax to be collected: \$2.52

-----

**Grand Total: \$38.58**

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc. or its affiliates

# *marketing* MATERIALS

PRIMARY LOGOS



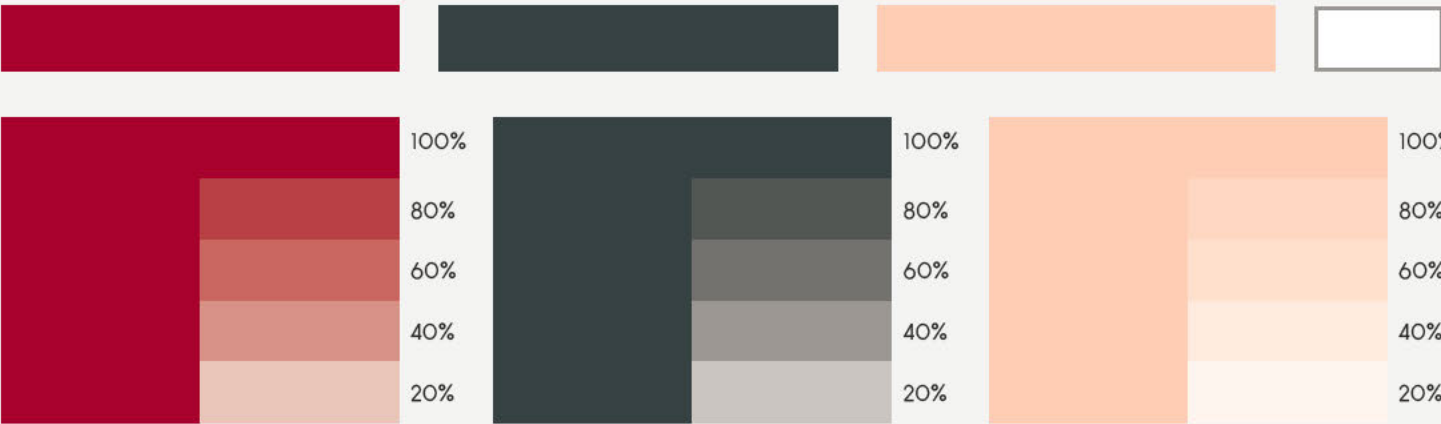
SECONDARY LOGOS



ALTERNATIVE LOGOS



COLOR PALETTE



## TYPOGRAPHY

Aa

Louis George Cafe  
Regular

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p  
q r s t u v w x y z  
0 1 2 3 4 5 6 7 8 9

Aa

Louis George Cafe  
Italic

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p  
q r s t u v w x y z  
0 1 2 3 4 5 6 7 8 9

Aa

Louis George Cafe  
Bold

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p  
q r s t u v w x y z  
0 1 2 3 4 5 6 7 8 9

Aa

Louis George Cafe  
Bold Italic

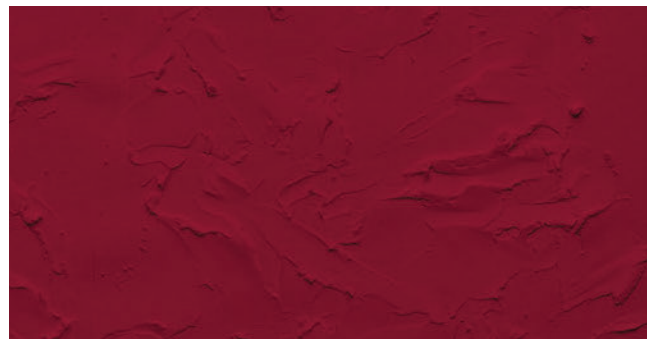
A B C D E F G H I J K L M N  
O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p  
q r s t u v w x y z  
0 1 2 3 4 5 6 7 8 9

Aa

Hey October  
Regular

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m  
n o p q r s t u v w x y z  
0 1 2 3 4 5 6 7 8 9

## MATERIAL SWATCHES



## CONTEXTUAL EXAMPLES





## SOCIAL MEDIA GRAPHICS



## FACEBOOK PROFILE FRAME



## FACEBOOK COVER PHOTO



## SAVE THE DATE POSTCARDS



front



back

## PROVINCE DAY T-SHIRT



## PROVINCE DAY TOTE BAG

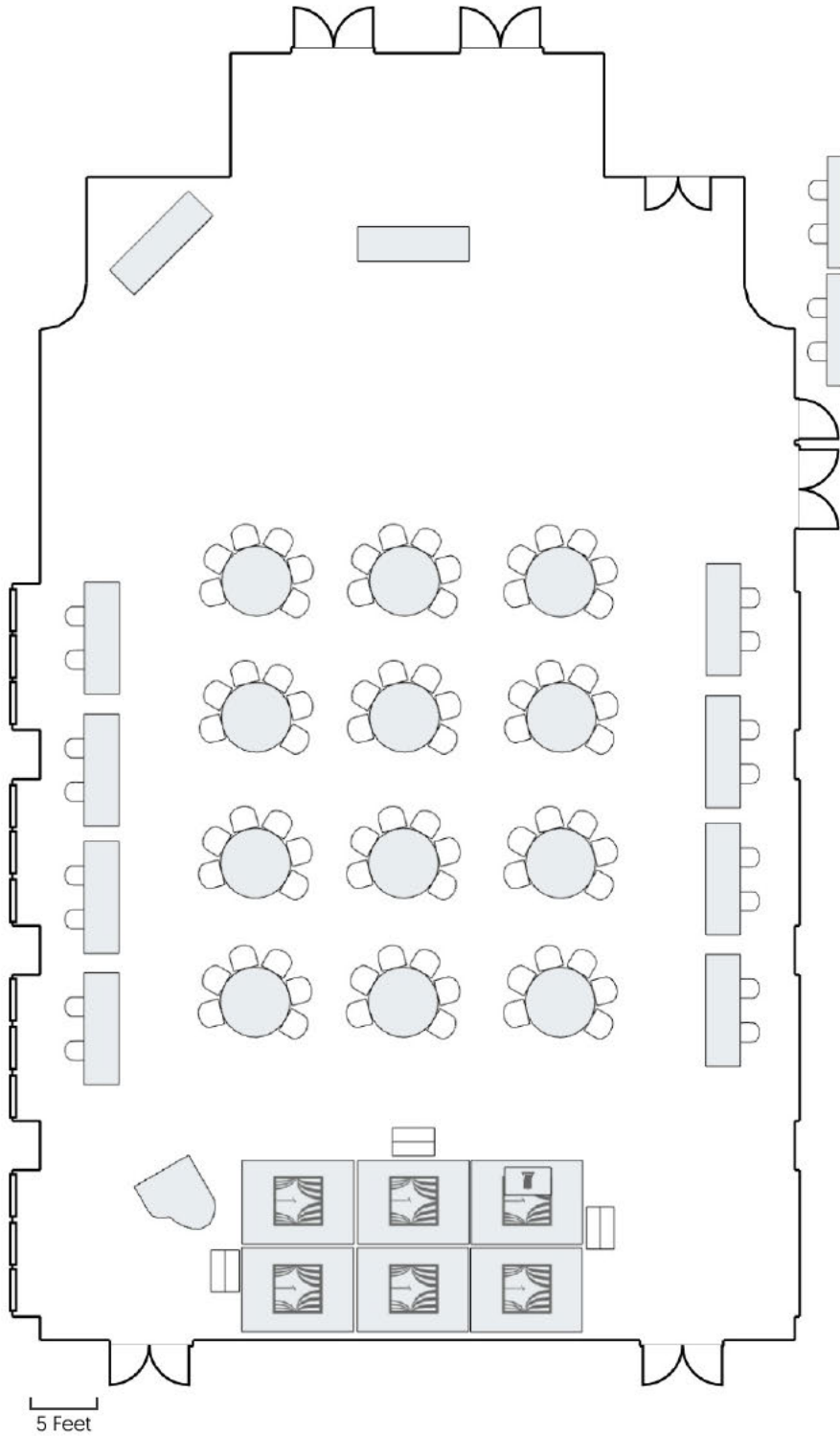


## PROVINCE DAY MUG





The background of the entire page is a deep red color with a crinkled, marbled texture, similar to crumpled paper or a stone pattern.

# *Venue* INFORMATION



**Equipment List**

[24 Total Tables, 92 Total Chairs]

- |   |                       |   |                     |   |                  |
|---|-----------------------|---|---------------------|---|------------------|
|  | 12 60" Crescent       |  | 1 2' Piano          |  | 6 8' X 6' Stage  |
|  | 12 8' X 30" Rectangle |  | 1 2' X 3.33' Podium |  | 3 1' X 3' Stairs |

**Notes**



## Student Center Ballroom

The Student Center Ballroom is going to be a great space for Province Day. It has more than enough space for all of the tables, chairs, and catering accommodations needed for the event. All of the technology and furniture will be provided and set up by the Student Center employees which will make the morning of the event far less stressful than what I was expecting. The employees are also going to set up a custom stage for all performers and speakers to use during the event. A piano will be provided, but only in the ballroom.

### Pros:

- Stage provided and assembled by Student Center employees
- Tables provided by Student Center employees
- Microphones provided and set up by Student Center employees
- Podiums and lecterns provided by Student Center employees
- Projector and screen provided by Student Center employees
- Two entrances/exits
- Close to a staircase
- Sitting area directly outside

### Cons:

- Down the hall from a bathroom
- Down the hall from an elevator
- Confusing to find if attendees don't go in the correct side door

### Things to keep in mind:

- Have signs at all entrances directing attendees to the bathroom
- Create labels for each chapter's Phlea Phlam table
- Check the pitch of the piano before the event starts
- Schedule sessions that need the piano for the ballroom



*The stage will be at the front of the ballroom with tables and chairs facing it in a crescent style. Phlea Phlam tables will be around the perimeter of the ballroom.*



*University Catering will set up in the back of the ballroom.*

### **Seating area/lobby outside Student Center Ballroom**

The seating area outside of the ballroom won't be used often on the day of the event, but it will be really useful in a few specific circumstances. There are ritual ceremonies at the beginning and end of the event that non-members are not allowed to take part in. Therefore, we will move the non-members into the waiting area during these times. Additionally, the waiting area will be available for attendees to use during breaks between sessions. Lastly, we will have the check-in table in the lobby right by the main entrance. The Student Center employees will set up our table and chairs.

#### **Pros:**

- Tables provided by Student Center employees
- Spacious area for attendees to take a break and mingle with each other
- Comfortable seating
- Close proximity to the ballroom
- Close to a staircase

#### **Cons:**

- Open to the public
- Lobby area and check-in table could quickly get clogged if all attendees arrive at the same time
- All attendees are not able to fit in the sitting area at the same time

#### **Things to keep in mind:**

- Have a welcome sign by the check-in table
- Two tables are needed for check-in: one for the list of attendees and another for name tags and promotional items



*The seating area.*



*This is where the check-in table will be.*

## **Display poster holders**

The Student Center has hundreds of display poster holders that we can use for free. We will be putting posters inside of every entrance to direct attendees to the check-in table, in the hall by the ballroom directing attendees to the elevator and bathroom, and in front of the check-in table to welcome attendees.

Pros:

- Display poster holders provided by the Student Center
- We can use as many as we need

Cons:

- Will have to print posters on thicker, more expensive paper
- There are a lot of entrances which means a lot of posters

Things to keep in mind:

- We will have to get to the venue early to ensure that the posters get put in the holders and the right place before attendees arrive



*This is where the check-in table will be.*

# *contracts* & PAPERWORK



## Event Confirmation

### Thesis

**Title:** Sigma Alpha Iota

**Event Reference:** [REDACTED]

**Event Last Modified:** Aug 20 2019 11:29 A.M.

**Current Event State:** Confirmed

**Requestor:** Dean, Morgan

**Phone:** [REDACTED]

**Email:** [REDACTED]

**Scheduler:** Scofield, Charles  
SC 224  
L.A. Pittenger Student Center  
Ball State University  
Muncie IN 47306

**Phone:** [REDACTED]

**Fax:** [REDACTED]

**Email:** [REDACTED]

**Organization:** SIGMA ALPHA IOTA

### Event Occurrences

**Sat, Mar 28 2020**

**7:00 A.M. - 5:00 P.M.**

Head Count: Exp: 0, Reg: 0

Location	Instructions
Ballroom	Layout: Standard Layout
Meeting Room 303	Layout: Standard Layout
Resource - (Quantity)	Instructions
SC - Piano - Portable - (1)	

### Student Center Policy and Procedure Summary

1. Reservation requests must be submitted at least 24 hours in advance and by 12 noon on Thursday for weekend events. Last minute reservations may not be accepted.
2. Major changes will not be accepted without 24 hours notice or by 12 noon Friday for weekend events. Major changes in set-ups may result in additional charges.
3. Cancellations must be received at least 48 hours before the event is scheduled to begin and no later than 12 noon Friday for the weekend events.
4. Refreshments and other food service needs must be provided by University Catering.
5. Decoration plans must be reviewed with the Assistant Director or Facilities Assignment Coordinator at the time of the reservation. Due to Indiana State Fire Regulations, candles are not to be used as decorations in the Student Center.
6. The use of tape on walls, doors, or floors is strictly prohibited. Sign holders can be provided upon request.

It is the responsibility of the requestor to read and understand the policies and procedures set forth by the L.A. Pittenger Student Center. Failure to comply with any of the policies and/or procedures may result loss of privileges and/or responsibility of assessed damage charges. Any questions can be directed to the Assistant Director of Operations or the Facilities Assignment Coordinator by contacting 765-285-1926.

A complete listing of the Student Center policies and procedures can be found at the Reservations Office (SC 224) or by visiting:  
<http://cms.bsu.edu/about/administrativeoffices/studentcenter/policies-and-procedures>



University Catering  
Student Center Room 249  
Muncie, IN 47306  
PH#(765) 285-3500/FAX#(765) 285-8423

## Food Service Contract

**Sigma Alpha Iota**

**Event Date:** Saturday, March 28, 2020

ID Number:

Cont #: [REDACTED]

---

<b>Est Count:</b>	<b>100</b>	<b>Final Count:</b>	
Place:	Student Center Ballroom	<b>Final Count Due:</b>	<b>March 25, 2020</b>
Time:	8:00 am to 1:15 pm	Setup Time:	7:45 am
Bill To:	Sigma Alpha Iota		
<b>Account #:</b>	<b>Direct Bill</b>		
Attention:	Sigma Alpha Iota - Iota Chi		
Address:	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
Ordered By:	Morgan Dean		
Department:	Sigma Alpha Iota		
Phone:		Title:	
Email:	[REDACTED]		
<b>UBC Sales Rep:</b>		Fax:	
Contract Date:	1/15/20		

### Event Information

Event Type:	Luncheon Buffet	Service Type	Buffet
Room Setup:	Rounds w/Chairs		

### Schedule

---

## Estimated Itemized Charges

<u>Food or Meals</u>	<u>Qty</u>	<u>@ Price</u>	<u>Extension</u>
Continental Breakfast - 8 - 9:30am	100	5.75	575.00
2 Fruit Breads			
Fresh Diced Fruit			
Starbucks Coffee		0.00	0.00
Orange Juice		0.00	0.00

## Food Service Contract

Sigma Alpha Iota  
Event Date: Saturday, March 28, 2020  
ID Number:

Cont #: XXXXXXXXXX

### Estimated Itemized Charges

<u>Food or Meals</u>	<u>Qty</u>	<u>@ Price</u>	<u>Extension</u>
Ice Water		0.00	0.00
		0.00	0.00
Disposables		0.00	0.00
		0.00	0.00
Deli Buffet - 12noon - 1:15pm	100	12.10	1,210.00
Assorted Meats & Cheeses		0.00	0.00
Assorted Breads		0.00	0.00
Lettuce, Tomato, Red Onion, Pickle Spear		0.00	0.00
Condiments		0.00	0.00
		0.00	0.00
Peasant Soup with Crackers		0.00	0.00
		0.00	0.00
Garden Salad with Toppers on side		0.00	0.00
Ranch & Balsamic Dressings		0.00	0.00
		0.00	0.00
Assorted Cookies		0.00	0.00
		0.00	0.00
Iced Tea		0.00	0.00
Lemonade		0.00	0.00
Ice Water		0.00	0.00
		0.00	0.00
Disposables		0.00	0.00
		0.00	0.00
Black 90x156 linen for buffet tables	2	0.00	0.00
Black 85x85 linen for guest tables	15	0.00	0.00
		0.00	0.00
JAR		0.00	0.00
<b>Subtotal:</b>			<b>\$1,785.00</b>
<b><u>Taxes</u></b>			
Tax 1 on \$1,785.00			\$124.95
Tax 2 on \$1,785.00			\$17.85
Labor Fee			\$357.00
<b>Grand Total Due</b>			<b>\$2,284.80</b>



## Food Service Contract

Sigma Alpha Iota  
Event Date: Saturday, March 28, 2020  
ID Number:

Cont #: [REDACTED]

---

### Special Instructions:

Bill to:  
Sigma Alpha Iota - Iota Chi  
Attn: Morgan Dean  
[REDACTED]

**Subject to current catering prices.** Please confirm above details are accurate with a signed copy returned to the University Catering office. Receipt of this document reflects a scheduled event with University Catering. Any changes to this status must be communicated to University Catering. Menu changes or cancellations must be made 3 business days prior to the scheduled event. Guest count increases made within 48 hours (2 business days) are subject to an additional 25%. Billing will reflect the final guaranteed number of guests or the actual number served (whichever is greater); as well as, any changes or additions incurred during the scheduled event. Contracts utilizing a BSU account will be billed following the event; all other clients must make arrangements for payment prior to the scheduled event.

Weddings: All weddings are expected to be paid in full 3 business days prior to the scheduled event. Any changes or additions incurred during the scheduled event will be billed following.

Client Signature [REDACTED] Date 01/23/2020

Department: N/A Telephone ([REDACTED])

The background of the entire page is a deep red color with a marbled paper texture, featuring intricate, swirling patterns in slightly darker and lighter shades of red.

# *day-of* COORDINATION

# EMPOWERED

## 2020 BETA A & B PROVINCE DAY

- 8:00 a.m. Check-in table opens and breakfast is served | *Ballroom*  
*Special thanks to the Muncie Alumnae Chapter for sponsoring breakfast*
- 9:00 a.m. Opening ceremony and introductions | *Ballroom*
- 9:15 a.m. Dr. Caroline Hand, Keynote Speaker | *Ballroom*
- 9:30 a.m. Icebreaker and group photo | *Ballroom*
- 9:45 a.m. Musicale | *Ballroom*
- 10:20 a.m. BREAK
- 10:30 a.m. Workshop Presentations  
"Outside the Music Box" presented by Carol Bradshaw and Caroline Heston | *Ballroom*  
"Prism Project" presented by Amy Hourigan | *SC303*
- 11:15 a.m. Instrument Petting Zoo | *Ballroom*  
*Special thanks to the Muncie Symphony Orchestra for sponsoring the instrument petting zoo*
- 11:45 a.m. Performance by the Ball State University chapter of Kappa Kappa Psi | *Ballroom*
- 12:00 p.m. Lunch is served | *Ballroom*
- 12:45 p.m. Phlea Phlam begins and lunch continues | *Ballroom*
- 1:15 p.m. Learn the sign language to the Sigma Alpha Iota Chorale with Catherine Mast | *Ballroom*
- 1:45 p.m. BREAK
- 2:00 p.m. Workshop Presentations  
"Music of the Holocaust" presented by Dr. Galit Gertsenzon | *Ballroom*  
"Matriarchs of Music: Honoring the Historical Contributions of Women" presented by Dr. Don Ester | *SC303*
- 3:00 p.m. Roundtables with Beta A & B Province Officers | *Collegiate: Ballroom, Alumnae: SC303*
- 3:30 p.m. Open sing | *Ballroom*
- 3:45 p.m. Closing ceremony | *Ballroom*

## 2020 BETA A & B PROVINCE DAY SURVEY

1. On a scale of 1 to 5 (1 being the lowest and 5 being the highest), how would you rate the ease and understandability of the registration forms and information packet?

1                      2                      3                      4                      5

2. Did you feel that there was enough time to return registration information and payment?

Yes                                      No

3. How would you rate the check-in experience upon arriving at the venue?

Very Positive                      Positive                      Negative                      Very Negative

4. How would you rate the price of the registration fee?

Very Reasonable                      Reasonable                      Unreasonable                      Very Unreasonable

5. On a scale of 1 to 5 (1 being the lowest and 5 being the highest), how would you rate the overall quality of breakfast?

1                      2                      3                      4                      5

6. On a scale of 1 to 5 (1 being the lowest and 5 being the highest), how would you rate the overall quality of lunch?

1                      2                      3                      4                      5

7. Did you feel that you had enough to eat at both meals?

Yes                                      No

8. On a scale of 1 to 5 (1 being the lowest and 5 being the highest), how would you rate the overall quality of the venue?

1                      2                      3                      4                      5

9. Did you feel that you had enough break time throughout the day?

Yes                                      No

10. How would you rate the organization of the day?

Extremely Organized                      Organized                      Unorganized                      Extremely Unorganized

11. Are there any activities you would have liked to see or have done during the event? \_\_\_\_\_

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12. On a scale of 1 to 5 (1 being the lowest and 5 being the highest), how would you rate the overall quality of each presentation?

PRESENTATION TITLE	1	2	3	4	5
Outside the Music Box					
Prism Project					
The Matriarchs of Music: Honoring the Historical Contributions of Women					
Music of the Holocaust					

13. Any other comments or suggestions to help improve the future of this event?\_\_\_\_\_

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# *meeting* MINUTES

## Province Day Committee - Meeting 1

Date: 4/25

Time: 7:00 p.m.

In attendance: Sarah, Amber, Paige, Jaelyn, Kaylee

### AGENDA:

- Introduction
  - What do we need to determine today?
    - The Big Four:
      - Date
      - Budget
      - Location
      - Strategic Timeline
    - Additionally:
      - Theme → look at Song Book
      - Goals
        - Timeliness Organization
        - Participation
        - Enjoys and is fun event
          - Open, safe discussion
        - Communication
          - With Alumnae Chapter and Province Officers
          - With our own chapter
          - With attendees
        - Forming stronger relationship with Muncie Alumnae Chapter
        - Meet once a month with committee
          - Meetings increase as needed when spring semester begins
        - Report to Kendra once a month
        - Meet with Craig Webster every other week
        - Meet with Meryl Mantione once a month (maybe with Sarah?)
  - What everyone is interested in helping with
    - Jaelyn - anything
    - Kaylee - crafts, decorations
    - Paige - crafts, decorations
    - Amber - anything, organization
    - Sarah - overseeing, keeping on task, workshops/outreach
    - Mary - overseeing the budget and keeping track of expenses
    - Madison -
  - How will Province Day work with my Honors Thesis?

- Faculty Advisor(s)
  - Binder
  - Paper Evaluation
  - Survey?
- **The Event Itself**
  - Marketing and Promotion
    - Theme
      - Title
      - Colors
      - Logo/Design
      - Tagline/Keyword(s)/Slogan
    - Shirt design for attendees
    - Other promotional items for attendees?
      - Examples: canvas bag, water bottle, magnet, pen, instrument tag, music folder, something music related?
    - Social media promotion
      - Facebook Event
      - Weekly Posts on Instagram and Facebook teasing theme, information, speakers, performers, etc.
    - Website promotion
      - New page about 2020 Province Day
      - Registration extension
    - Separate Province Day email account
      - Who is communicating with all of the chapters? Morgan? Sarah?
    - Email promotion
      - PDF Handout/Flyer
      - PDF Invitation
      - PDF Itinerary
    - Direct mail promotion (to Alumnae, past Iota Chi graduates, Province Officers, speakers/workshop speakers, etc.)
      - Invitations
    - Itinerary
    - Data Collection
      - All Beta B Collegiate and Alumnae President emails
        - Exec board emails too, if possible
      - All current and past Iota Chi members
  - **Event Planning**
    - Province Day Committee
      - Identify timeline of tasks to be completed (agency style)
      - Identify goals
        - See top of this document
    - Determine:



- Date (Check SoM, ISSMA, HS Band and BSU Calendars for other concerts and events)
- Time/Schedule
- Location(s)
- Create budget
  - - Printing
    - Invitations
    - Nametags (color coded nametags - esp. For Iota Chi)
    - Itinerary
    - Signs for registration, events, etc.
  - - “Promotional” Items
    - Shirts
    - Additional Items
  - - Meals
    - Breakfast and Lunch
      - Sponsorships? Muncie Alumnae Chapter?
  - -Decorations
  - -Phlea Phlam
  - (-)Securing venue(s) → SC
    - Tables and Chairs
      - Table cloth, napkins, silverware, plates, etc.
      - Centerpieces/decorations
    - Trashcans
  - + Registration Fee
    - How much to charge?
- Developing schedule/plan of events/workshops
  - Securing:
    - Workshops
      - 18-19 Distinguished Member?
      - Dr. Hand - Women in Music?
      - Jennifer Johnson (Executive Director of the Muncie Symphony Orchestra, Iota Chi sister and Muncie Alumnae Chapter Member) - Instrument Petting Zoo? Music Business Industry?
      - Meryl Mantione?
      - Kendra McFarland?
      - Morgan Dean - Musician Marketing (if need be)?
    - Speakers
      - Kendra McFarland (at beginning of Province Day and end?)
      - Meryl Mantione?
    - Performers
      - Muncie Symphony Orchestra Small Ensemble

- BSU Student/Faculty Small Ensemble
  - PMA
  - KKP
  - Muncie Alumnae Chapter
  - Iota Chi
  - Choir
- Providing meals
  - BSU Catering
    - Sponsorships
- Reserving rooms (SC)
- Phlea Phlam
- Collecting registrations
  - Direct emails sent to attendees including information:
    - Maps
    - Directions
    - General Information
    - Itinerary
    - Reminders
    - Emergency Contact Info
    - Options for housing? Host families? Hotels?
- Attaining volunteers
  - PMA
  - KKP
  - Iota Chi
  - Muncie Alumnae Chapter
  - School of Music students and staff?
    - Ask ensembles
- **Execution**
  - Overseeing event
    - Running registration
    - Main contact for attendees
    - Main contact for venue/food
    - Fixing onsite problems/issues
    - Serve as liaison between attendees, Iota Chi Chapter, Performers and Volunteers
  - Surveys distributed after conclusion of event
- **Fundraising for Province Day?**
  - Grants
  - Dine to Donates
  - More?

## **TENTATIVE SCHEDULE**

8 - Reg. and Breakfast (with ensemble playing)

9 - Opening Ceremony, Introduction  
9:15 - Ice Breaker  
9:30 - Musicale (a piece with the Muncie Alumnae Chapter)  
10:30 - Workshop Round 1  
            Workshop #1  
            Workshop #2  
11:30 - Transition to lunch  
11:45 - KKP/PMA  
12 - Lunch is served  
12:45 - Phlea Phlam starts, lunch continues  
1:15 - Interactive Activity  
1:45 - Workshop Round 2  
            Workshop #3  
            Workshop #4  
2:45 - Roundtables  
3:15 - Sing  
3:30 - Closing

## Province Day Committee - Meeting 2

Date: 9/8

Time: 3:30 p.m.

In attendance: Paige, Mary, Kaylee, Amber, Jaelyn, Rachel

### AGENDA:

- **What has been determined?**
  - Location: Ball State University Student Center Ballroom and Room 303
  - Date: March 28, 2020
  - Schedule (Subject to change):
    - 8 - Reg. and Breakfast (with ensemble playing)
    - 9 - Opening Ceremony, Introduction (Keynote Speaker?)
    - 9:15 - Ice Breaker
    - 9:30 - Musicales (a piece with the Muncie Alumnae Chapter)
    - 10:30 - Workshop Round 1
      - Workshop #1
      - Workshop #2
    - 11:30 - Transition to lunch
    - 11:45 - KKP/PMA
    - 12 - Lunch is served
    - 12:45 - Phlea Phlam starts, lunch continues
    - 1:15 - Interactive Activity
    - 1:45 - Workshop Round 2
      - Workshop #3
      - Workshop #4
    - 2:45 - Roundtables
    - 3:15 - Sing
    - 3:30 - Closing
  - Overall budget: \$520
  - Province Day email address: beta.ab.provinceday@gmail.com
- **Yet to be determined**
  - Theme
    - Empowered women empower women (Women supporting women, girls supporting girls, women in music, women empowerment)
      - **Womempower**
  - Task Distribution (for new committee members)
    - What are you interested in helping with? What would you enjoy doing for Province Day?
    - **What everyone is interested in helping with**
      - **Jaelyn** - anything, registration/check-in
      - **Kaylee** - crafts, decorations
      - **Paige** - crafts, decorations, games/icebreakers
      - **Amber** - anything, organization

- **Sarah** - overseeing, keeping on task, workshops/outreach
  - **Mary** - overseeing the budget and keeping track of expenses, Phlea Phlam table
  - **Madison** -
  - **Shelby** -
  - **Katie** -
  - **Miranda** -
  - **Rachel** - crafts, anything, registration/check-in
- The Event Itself
  - Connecting with the Muncie Alumnae Chapter
    - When are their chapters? → Sarah
    - Do we invite alumnae members to these meetings once we get closer to the event? → YES
  - Promotional items for attendees - shirt and something else?
    - Examples: canvas bag, **water bottle**, **stickers**, magnet, pen, instrument tag, music folder, something music related? drawstrings
      - Ball jar cup?
  - Direct mail promotion (to Alumnae, Province Officers, Distinguished Members, speakers/workshop speakers, etc?)
    - Paper invitations? → **POSTCARDS**
    - Past Iota Chi graduates
  - Data Collection
    - All Beta B Collegiate and Alumnae President emails
      - Exec board emails too, if possible
    - All current and past Iota Chi members
  - Create detailed budget breakdown
    - - **Printing**
      - Save the Date Postcards
      - Nametags (stickers on nametags for Iota Chi)
      - Itinerary
      - Signs for registration, events, etc.
        - Sign outside check-in
    - - **"Promotional" Items**
      - Shirts
      - Additional Item(s) - stickers and/or water bottles
    - - **Meals**
      - Breakfast and Lunch
        - Sponsorships? Muncie Alumnae Chapter?
        - Lunch: Buffet - mexican buffet? Pasta? sandwiches?
    - - **Decorations**
      - Ball Jars for centerpieces? Tea lights inside? Fake roses?

- Table cloths?
- -Phlea Phlam
  - Canvases, SAI wooden letters, magnets, stickers
  - Buy extra water bottles/stickers to sell?
  - DIY Mugs
  - Cookbooks
- (-)Securing venue(s) → SC
  - Tables and Chairs
    - Table cloth, napkins, silverware, plates, etc.
    - Centerpieces/decorations
  - Trashcans
- + Registration Fee
  - How much to charge?
    - \$25 - regular reg.
    - \$30 - shirt and reg.
    - \$35 - shirt, water bottle, stickers and reg.
  - How much do we charge Iota Chi members? Distinguished Members? Speakers who are members or Distinguished Members?
    - \$15 - for reg. and shirt
    - \$20 - shirt, water bottle, stickers and reg.
    - Required for Iota Chi members to attend
- + Phlea Phlam
- Workshops/Guest Speakers/Guest Performers
  - Keynote Speaker
    - Tim Lautzenheiser?
    - Dr. Hand?
  - Workshop Speakers
    - Jennifer Johnson (Executive Director of the Muncie Symphony Orchestra, Iota Chi sister and Muncie Alumnae Chapter Member) - Instrument Petting Zoo? Music Business Industry? Cam Stasa, Jennifer Vierling?
    - Dr. Hand
      - Women in the workplace, leadership
    - Dr. Ester
      - Music education
    - Dr. Gerrity
      - Interactive activity, drum circle?
    - Dr. Truitt?
    - Dr. Hourigan? Mrs. Hourigan? (Prism Project)
    - Julie Duty - United Sound
      - Interactive idea?
      - Combine with another speaker?

- Dr. Mantione
  - Kendra or Kati for SAI Education workshop
- Performers (pieces all by women composers?)
  - Muncie Symphony Orchestra Small Ensemble
  - BSU Student/Faculty Small Ensemble
    - Women's Chorus
  - PMA
    - Serenade at lunch, other song(s)?
  - KKP
    - Community service hours?
      - Dr. Hand is faculty advisor
  - Muncie Alumnae Chapter and Iota Chi - Tell Me Why as musicale
  - Iota Chi - sing a song as musicale
- Food
  - University Catering
    - Muncie Alumnae chapter to sponsor breakfast?
- Volunteers
  - PMA
  - KKP
  - Iota Chi
- Fundraising
  - Dine to Donates
    - Schedule
      - Berrywinkle, Chili's, Culvers, Panera, B-Dubs, Fazolis, Barking Cow, Queer Choclatier (woman run!!!), Papa Murphy's (25% of sales), Erskine Green/Three Wise Men, Pita Pit, Insomnia Cookies, Chava's, Sunshine Cafe, Hot Box Pizza
  - Other fundraisers
    - Chili's, Concannon's pretzels and popcorn, etc.

- Call and ask about Whistle Shop selling

## Province Day Committee - Meeting 3

**Date:** 10/20

**Time:** 3:00 p.m.

**In attendance:** Kaylee, Katie, Paige, Madison, Rachel

### AGENDA:

- Schedule (Subject to change):
  - 8 - Reg. and Breakfast (with ensemble playing)
  - 9 - Opening Ceremony, Introduction (Keynote Speaker?)
  - 9:15 - Ice Breaker
  - 9:30 - Musicale (a piece with the Muncie Alumnae Chapter)
  - 10:30 - Workshop Round 1
    - Workshop #1
    - Workshop #2
  - 11:30 - Transition to lunch
  - 11:45 - KKP/PMA
  - 12 - Lunch is served
  - 12:25 - KKP/PMA
  - 12:45 - Phlea Phlam starts, lunch continues
  - 1:15 - Interactive Activity
  - 1:45 - Workshop Round 2
    - Workshop #3
    - Workshop #4
  - 2:45 - Roundtables
  - 3:15 - Sing (with Music Book)
  - 3:30 - Closing
- Theme
  - Show preliminary “logo” and t-shirt example/ideas
  - Empowered women empower women (Women supporting women, girls supporting girls, women in music, women empowerment)
    - **Womempower**
- Task Distribution (for new committee members)
  - What are you interested in helping with? What would you enjoy doing for Province Day?
  - **What everyone is interested in helping with**
    - **Jaelyn** - anything, registration/check-in
    - **Kaylee** - crafts, decorations
    - **Paige** - crafts, decorations, games/icebreakers, registration/check-in
    - **Amber** - anything, organization
    - **Sarah** - overseeing, keeping on task, workshops/outreach
    - **Mary** - overseeing the budget and keeping track of expenses, Phlea Phlam table



- **Madison** - registration/check-in
  - **Shelby - anything**
  - **Katie** - anything, crafts, registration/check-in
  - **Miranda -**
  - **Rachel** - crafts, anything, registration/check-in
- What needs to be decided today:
  - Muncie Alumnae Chapter
    - Musicale
      - Sing a song (or more?) with IX → what song?
      - Individual and ensemble performers (at least how many?)
        - The Lord Bless
        - **One more? → chapter**
          - **"When We Parted"**
        - At least two
      - SAI Garden as IX Chapter
    - Paying/sponsoring breakfast
    - Helping with anything else? (preparation or during event?)
      - One member at check-in table
  - IX Musicale
    - Pass around sign-up in chapter
  - Speakers
    - Keynote
      - Dr. Tim is not available :( →
      - Dr. Hand
        - Topic of keynote
          - Her story
          - Perseverance
    - Workshops and topics
      - Julie Duty
        - Her story
        - Experience in the music industry, starting United Sound
      - Who can/will do an interactive activity? Dr. Gerrity? Dr. Ester?
        - Ask for their own ideas
        - Drum circle?
      - Dr. Hourigan and Mrs. Hourigan? (Prism Project)
        - Their story, starting Prism Project
      - Jennifer Johnson
        - Executive Director of MSO, story
      - Dr. Glann
        - HS women choral
      - Dr. Hand?
      - **Ask chapter**
    - Kelci Kosin and/or Elizabeth Crawford → Women in Music

- Who are we sending save the date postcards to?
  - All chapter presidents?
  - All recent past IX alum we can find?
    - How do we get these?
  - Muncie Alumnae members
  - IX Distinguished Members
- Outside help
  - KKP
    - Perform how many pieces? 1? 2?
      - Chapter song
  - PMA
    - Perform how many pieces? 1? 2?
      - Reach out to Music Director: Zach Houser
  - MSO MoM Ensemble
    - Perform how many pieces? 1? 2?
    - Free breakfast with performance
- Promotional items for attendees - shirt and water bottle
  - Canvas tote
  - Stickers
  - Hats
  - Buttons
  - Bracelet
- Collecting money for Sophie Fund at table
  - Ball jars (or other centerpiece) in middle of tables with info about Sophie and the fund for people to put money in
- Fundraising
  - Schedule Dine to Donates
- How are people registering?
  - Google forms
- **Updates**
  - University Catering
  - Social media plan
  - Survey

## Province Day Committee - Meeting 4

**Date:** 1/12/20

**Time:** 5:00 p.m.

**In attendance:** Valentina, Amber, Paige, Madison, Jaelyn, Rachel, Shelby, Kaylee, Sarah

### AGENDA:

- Specific event-related assignments
  - Jaelyn - opening and closing ritual ceremonies
  - Rachel - guiding and monitoring MITs, guests and University Catering workers in and out of the Ballroom during ritual ceremonies
  - Madison - sitting with MITs in the Ballroom Lobby during Roundtables (since a lot of the discussion during this time can be ritual related) doing a National Exam review
  - Paige - leading the ice breaker activity
  - Sarah and Valentina - helping at check-in table
  - Jaelyn - leading people to SC303 for presentations and Alumnae Roundtables
  - Kaylee, Paige and Rachel - running our Phlea Phlam table
  - Anyone else have something they want to help with?
- Event name change
  - “Empowered: 2020 Beta A & B Province Day”



- Presenters - interactive activities for everyone (adding another interactive idea between presentations?)
  - Jennifer Johnson and Carol Bradshaw, Muncie Symphony Orchestra (meeting with them Monday afternoon to confirm topic)
    - Topic: Community Engagement and the Operations of Running a Professional Symphony
      - Will include instrument petting zoo at end!
  - Dr. Don Ester
    - Topic: Women in Music → more specific? Interactive activity?
      - Women's contributions to music?
      - Timeline of women's involvement?
  - Amy Hourigan, Prism Project
    - Topic: All About Prism Project
  - Kelci Kosin - recently informed that she is unable to present → Dr. Galit Gertsenzon? Cara Anderson? Sally Kelley (GA)? Someone else?
    - Philanthropies/Scholarships
- Guests
  - Muncie Symphony Orchestra Music on the Move Woodwind Quintet is confirmed to perform from 8 a.m. - 9 a.m.

- Only Kappa Kappa Psi will be performing before lunch (never got a response from PMA)
- Catherine Mast is confirmed to teach us the first verse of the Sigma Alpha Iota Chorale in Sign Language
- Icebreaker
  - Write down three things that empower us, pair up and share why
    - Big poster board for people to stick their responses
    - Compliments
- Musicale
  - IX
    - SAI Garden
  - IX and MAC
    - The Lord Bless
    - When We Parted?
- Call Time for IX
  - 7:00 a.m.
    - What needs to be done? Check-in table setup, Phlea Phlam table set-up, Ballroom decorations, SC303 setup, checking projector screens in both SC303 and Ballroom
- Promotional Items
  - Shirts:
    - Comfort Colors - 50: \$10.50/each; 100: \$8.90/each
    - Gildan - 50: \$6.50/each; 100: 5.35/each



- Canvas Bags
  - Order online - same design as shirt
- Nametags
  - [Amazon Clear Name Tag Holder Example](#)



- Social Media
  - Hosting announcement this week



- IX Profile Picture change



- IX FB Cover Photo change



- There will be a FB profile frame released a month out from Province Day

- Campaigns
  - Spotlight on presenters, performers, keynote speaker, etc.
  - Empowered campaign
  - General countdowns/announcements
- Registration Info and Forms to be sent out THIS WEEK!
  - What will be included?
    - Itinerary
    - Contact Information
    - Pricing Information
    - Deadlines
    - Hotel Information
    - Roundtable discussion ideas
    - Musicale Sign Up
    - Phlea Phlam Sign Up
    - Directions and Maps
- Decorations
  - Tablecloths - come with Ballroom
  - Ball jar centerpieces
    - Dipping the bottom
    - Ribbons around the lip
    - Popsicle sticks with Sophie Fund information
    - Fake red and white roses
  - Empowered sign?
    - I'm empowered by \_\_\_\_\_ paper signs
  - Photo booth?
    - Little SAI letters
- Dine to Donates
  - Papa Murphy's: \$51.45
  - IHOP: **\$464.40**
  - Fazoli's: \$20.25
  - Schedule one more with Cousin Vinny's for February? IHOP again? Culver's? CFA?
  - Fundraising ideas other than dine to donates?
    - Soap fundraisers
- Miscellaneous:
  - Who has an HDMI cord for a laptop? Or has a laptop that is HDMI compatible? (For presentations)
  - Paige - Can the next IX social activity be a crafting night? Would love to see one crafting night in January, February and March
  - Kaylee and Jaelyn and Rachel (and anyone else interested in being in charge of Phlea Phlam crafts) - Can I get a list of all of the crafts you are wanting to make for Phlea Phlam? Just want to make sure we keep to a budget and schedule.
  - Take a group photo at the end of the day

- Put in breaks
- Anyone willing to offer their home up for housing if need be? Not planning on this being printed on the Registration Info, but this is just in case of an emergency
- Checking in with Student Center this week to confirm tables, pianos, projector screens, microphones, etc.
- Anything I missed? Anything that needs to be added to the schedule or thought about?
- Parting gifts - bracelet and something else?
  - Mugs
  - Pens
- Vendors
  - Paige (Another Life)
  - Little girl with earrings



## **Province Day Committee - Meeting 5**

**Date:** 2/23/20

**Time:** 5:00 p.m.

**In attendance:** Sarah, Katie, Paige, Rachel, Amber, Madison, Kaylee, Mykaala

### **AGENDA:**

- Specific event-related assignments
  - Jaelyn - opening and closing ritual ceremonies
  - Rachel - guiding and monitoring MITs, guests and University Catering workers in and out of the Ballroom during ritual ceremonies
  - Katie - sitting with MITs in the Ballroom Lobby during Roundtables (since a lot of the discussion during this time can be ritual related) doing a National Exam review
  - Paige - leading the ice breaker activity
  - Sarah and Jan - helping at check-in table
  - Jaelyn - leading people to SC303 for presentations and Alumnae Roundtables
  - Kaylee, Paige and Rachel - running our Phlea Phlam table
  - Anyone else have something they want to help with?
  - Who is able and willing to greet guests at the doors and direct them toward the check-in table?
    - Maddie
    - Mykaala
    - Kaylee
    - Paige
- Presenters
  - Carol Bradshaw and Caroline Heston, Topic: "Outside the Music Box"
    - Will include an instrument petting zoo sponsored by the Muncie Symphony Orchestra at the end
  - Amy Hourigan, Topic: All About Prism Project
  - Dr. Don Ester, Topic: "Matriarchs of Music: Honoring the Musical Contributions of Women in Music"
    - Will include interactive activity
  - Dr. Galit Gertsenzon, Topic: "Music of the Holocaust"
    - She will play pieces written/performed during the Holocaust and in concentration camps on the piano and will have an interactive activity to go along with it
- Guests
  - Music on the Move Woodwind Quintet sponsored by the Muncie Symphony Orchestra
  - Kappa Kappa Psi
  - Catherine Mast
- Marketing

- Facebook profile picture frame to be released February 28th (1 month from the event!) Example:



- Snapchat filter
- Itinerary
- Survey
- Muncie arts info → reaching out to arts organizations in Muncie to get handouts/flyers/promotional materials to have at the tables
  - BSU School of Music
  - Emens Auditorium
  - Muncie Symphony Orchestra
  - Muncie Arts and Culture Council
  - Muncie Civic Theatre
  - Minnetrista
  - DOMA
  - KKY
- Decorations
  - Centerpieces
    - Mason jars
    - Fake flowers
    - Sophie Fund info
      - Popsicle sticks needed
- Crafts → How close are we?
  - Pricing breakdown for everything we have purchased?
- Icebreaker
  - Trainwreck game
  - Write down three things that empower us, pair up and share why → Big poster board for people to stick their responses
  - Supplies: big poster board and post-it notes
- Musicale
  - IX
    - SAI Garden
  - IX and MAC
    - The Lord Bless
- Promotional Items

- Shirts:



- Canvas Bags



- Thank you Mugs

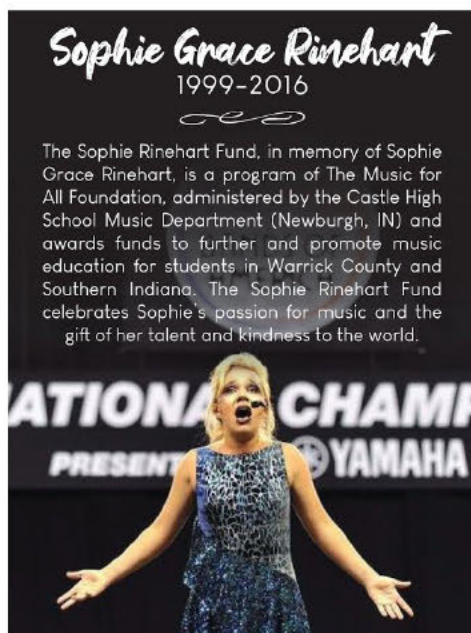


- Nametags

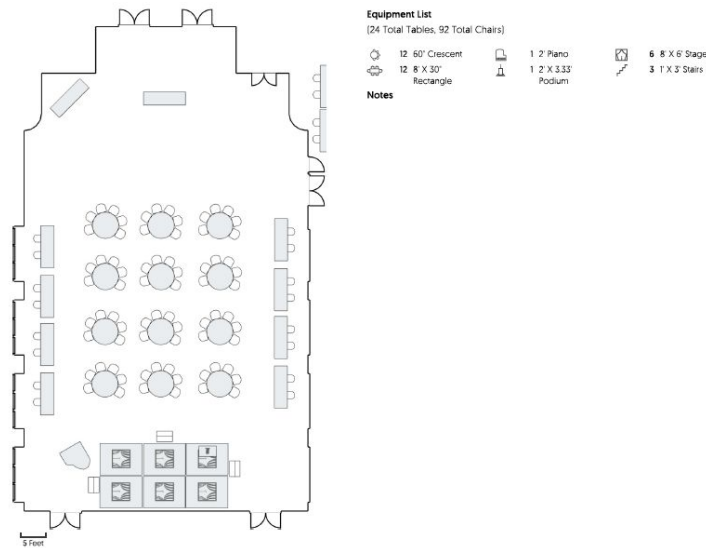
- [Amazon Clear Name Tag Holder Example](#)



- Decorations



- Dine to Donates
  - Do we want to do one more after spring break? → Culver's, Panda Express
- Miscellaneous:
  - Met with the Student Center room reservation staff



- They are setting up/providing:
  - A stage
  - Tables/chairs/tablecloths
  - Lectern/podium
  - Projector
  - Microphones
  - Stands for performances
  - Long tables for check-in table and Phlea Phlam
  - Stands for directional posters
  - 1 piano
- Is there anything else we need?
- Who would be willing to help me print paper items a couple days before the event? (BW and color)
  - Sarah, Madison, Mykaala, Rachel
- Who wants to be designated as a proofreader?
  - Sarah, Mykaala
- Hashtag for the event day?
  - #Empower #SistersEmpoweringSisters #PD20Empowered
- Are we all good to meet the Thursday or Friday before PD for last minute preparations?
- We need to figure out the PayPal card reader and how we will accept payment at the check-in table and Phlea Phlam → Rachel? :)
- Should we rent a video camera to film certain parts of the event? (keynote speech, musicales, etc.)
  - Could use to put on social media after?
  - Who would want to be in charge of that?
- Anything I missed? Anything that needs to be talked about?